AIR FORCE (AF) RECRUITING INFORMATION SUPPORT SYSTEM (AFRISS)

OFFICER ACCESSIONS (OA)

USER MANUAL

CHAPLAIN

BY

HQ AFRS/RSID

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1.0 INTRODUCTION

Welcome to AFRISS! This is an operating manual for chaplain recruiters describing how to enter data into AFRISS for the purpose of creating and maintaining chaplain applications, school folders and planning guides. It is designed as an internal management tool to assist recruiting personnel with navigation through AFRISS. The purpose of AFRISS is to provide recruiters with a centralized data collection and reports system. Management will use AFRISS to manage recruiter activity, distribute workload and produce necessary reports. AFRISS is only accessible through the Internet. Recruiters will be provided with a system containing the administrative and management tools needed to perform lead and applicant processing, as well as manage school and marketing activities. There will also be forms and reports contained in AFRISS to help process applicants and produce management reports. Keep in mind AFRISS isn't a recruiter or manager. It is only an effective tool if used as designed.

IMPORTANT: REVIEW THE ITEMS (REFERENCED THROUGHOUT THE ENTIRE GUIDE) BELOW PRIOR TO BEGINNING YOUR AFRISS SESSION.

2.0 AFRISS MAIN MENU

Once you log onto AFRISS, this is the first screen you see. This screen has important information, user tips and notes pertaining to AFRISS.

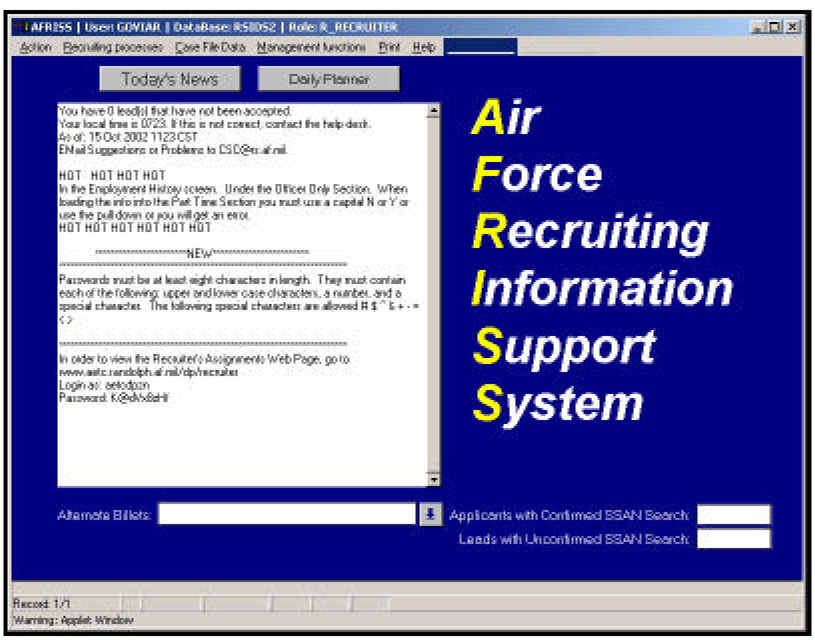


Figure 2-1, AFRISS Main Menu

The “Today’s News” button is used to update the information you see in the large gray area of this screen. Pay close attention to the **“You have # lead(s) that have not been accepted”** statement. This lets you know if you have any new Priority 1 leads awaiting your acceptance so you can work them.

<u>“Daily Planner” Button</u>: Click this button to identify what you have on your schedule for that day.

<u>Alternate Billets</u>: If you will be working another billet, click the List of Values (LOV) to select the desired billet.

<u>Applicants with Confirmed Social Security Account Number (SSAN) Search</u>: Enter the applicant’s confirmed SSAN, if known, and click the “Enter” key. Once this is accomplished, the following pop-up window displays.

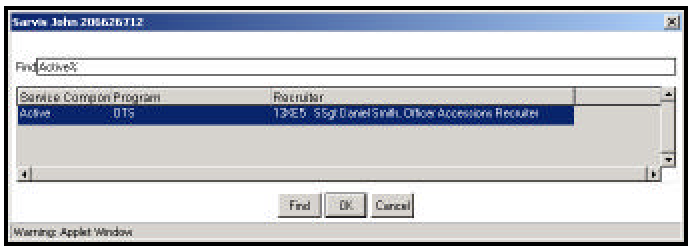


Figure 2-2, Confirmed SSAN Search Pop-Up

<u>Leads with Unconfirmed SSAN Search</u>: Enter the lead’s unconfirmed SSAN.
NOTE: This is to be used only if an SSAN has not been confirmed

2.1 Drop-Down Menus

Review each item on the main menu bar. The menu bar allows you to navigate to the different functions available ending on your role in AFRISS. You may access the menu item by clicking the applicable menu item button or by simultaneously pressing <**Alt**> and the applicable letter key on the keyboard.

Figure 2-3, Menu Bar

2.1.1 Action

Figure 2-4, Action Menu

2.1.1.1 Change Password

Figure 2-5, Change Password

To change the password, you must enter your current password in the <u>Old Password</u> field, press the <**Tab**> key to navigate to the <u>New Password</u> field and type in your desired password. **NOTE:** You may not use any previous password. Next, press the <**Tab**> key to navigate to the <u>New Password Verification</u> field and retype the password you entered into the <u>New Password</u> field. Now place the cursor in the "Execute Password Change" button and click the left mouse button for the changes to take effect.

2.1.1.2 Exit

Choosing "Exit" from the *AFRISS Main Menu* ends your session in AFRISS. Choosing "Exit" from other screens takes you to the previous screen.

2.1.2 Recruiting Processes

---Work Leads/Applicants Currently in System
---Create Individual Leads
---Manage Recruiter Activities
---Work Alternate Office Leads/Applicants

Figure 2-6, Recruiting Processes Menu

2.1.3 Case File Data

Shortcut to general workflow screens.
---OA Screens
----OA Aero Data
----OA Application Preferences
----OA Assignment Preferences
----OA Coursework
----OA Pay Grade Credit

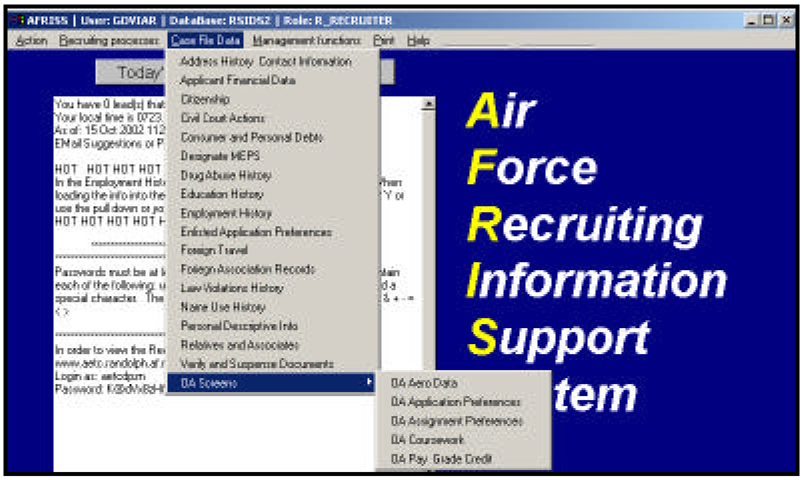


Figure 2-7, Case File Data Menu

2.1.4 Management Functions
---Set Goals: Not applicable.
---Distribute Goals: Flight Chief or above
---Review Recruiter Activity: Flight Chief or above

Figure 2-8, Management Functions Menu

2.1.5 Print
---Forms
---Applicant Reports
---Recruiter Reports
---Marketing Reports
---Management Reports
---OA Reports
---Production/Activity Reports
---Board Reports: Not applicable.

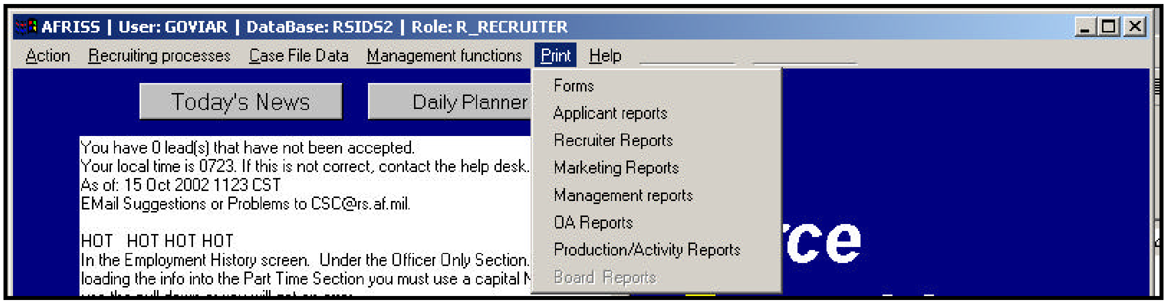


Figure 2-9, Print Menu

2.1.6 Help

---Help
---Keys
---List
---Display Error
---Debug: Displays a pop-up window containing information. The APP Identification (Id), PAR ID and lead/applicant SSAN is required by the Customer Support Center (Help Desk) when an error occurs (see figure 2-11).

Figure 2-10, Help Menu

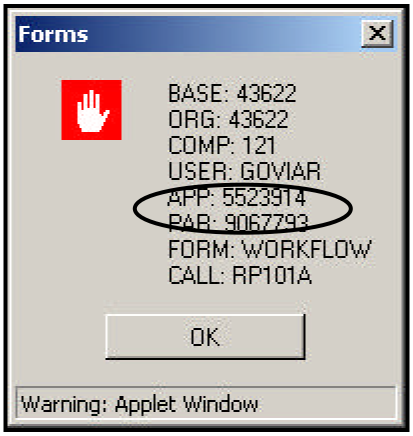


Figure 2-11, Debug

--HELP!
There are three different levels of help in AFRISS. It is imperative the user recognizes this for ease of understanding.

---Hint Text Help

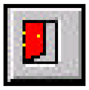
When the curser is in a field, a hint text will appear at the bottom left-hand corner of the screen. It describes the information applicable to the particular field.

---Screen Level Help

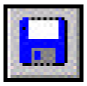
This is an Adobe Acrobat help screen seen on the screen and printed out, if necessary.

---Workflow Instructions
These are help menus explaining what information is required for the workflows.

3.0 AFRISS TOOLBAR/SCREEN ITEMS

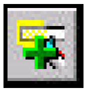


--**Exit Screen:** System will check to see if you have any unsaved changes.



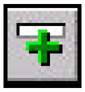
--**Save:** Posts new records and changes to the database.

--**Enter Query:** Toggles the screen to query mode.



--**Execute Query:** Finds the records matching your search criteria.

--**Cancel Query:** Aborts your query.

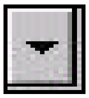


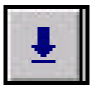
--**Add Row:** Creates a new record in the selected block. The position of the cursor determines which block.

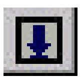
--**Delete Row:** Deletes the selected record from the database. Ensures the correct record is selected.

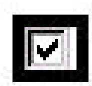
 **--Clear Row:** Removes the selected record from the screen. Does not delete from the database.

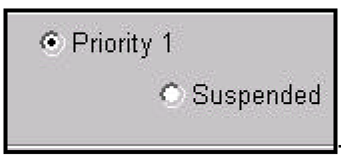
3.1 Additional Screen Items

 **--Drop-Down Menu Button:** Displays a menu for you to select your choices.

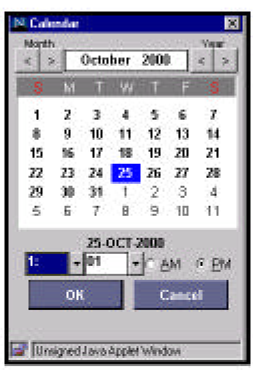
 **--LOV:** Displays a list of valid choices for the selected field.

 **--Select Organization Button:** Used to call the *Select Organization Screen*.

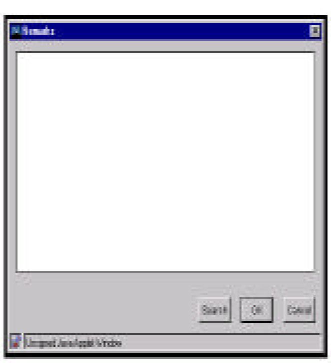
 **--Check Box:** A check in the box indicates an item has been selected.



--Radio Buttons: A selected radio button will be filled in black.



--AFRISS Calendar


--Remarks Editor Box (Ctrl+e)

IMPORTANT: USE THE <TAB> KEY TO NAVIGATE FROM FIELD TO FIELD THROUGHOUT THE APPLICATION. IF THE <TAB> KEY DOES NOT WORK IN A PARTICULAR FIELD, USE YOUR MOUSE.

4.0 REVIEW NEW LEADS/DUPLICATE CHECK/ACCEPT

Purpose: Allows you to select the billet (office) where you have been assigned; e.g., Headquarters (HQ) Air Force Recruiting Service (AFRS) Chaplain.

4.1 Recruiter Role

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Select Work Leads/Applicants Currently in System**>.

3. Then click <**Review Newly Received Leads**>. (Skip to Section 4.3, Review New Leads).

4.2 Flight Chief

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Alternate Office Leads/Applicants**> to display the *Work Other's Leads/Applicants Screen*.

Click Here

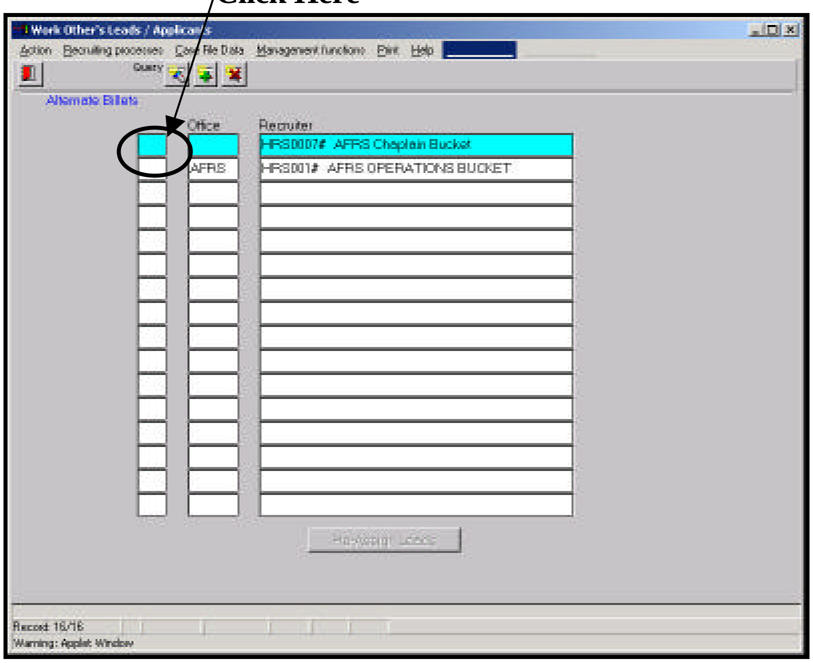


Figure 4-1, Work Other's Leads/Applicants

3. Click the box to the immediate left of the desired bucket (<u>Office</u> field). Once the billet is selected, you can use AFRISS normally. To go back to working your assigned billet, navigate back to the *AFRISS Main Menu Screen*.

4.3 Review New Leads

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Review Newly Received Leads**> to display a lead list.

4. Click (highlight) the desired lead and click the "Duplicate Check" button.

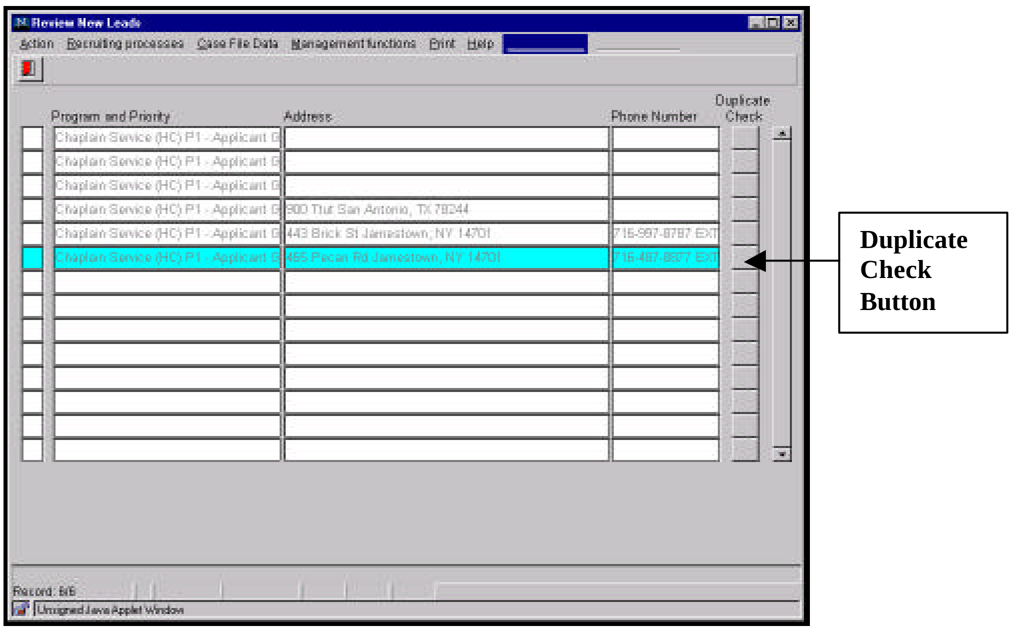


Figure 4-2, Review New Leads Screen

4.4 Duplicate Check

NOTE: Duplicate check is a way to verify there are no duplicate SSANs or similar names currently in the AFRISS database.

Steps to Follow:

1. Once in the *Review New Leads Screen*, highlight the desired lead.

2. Click the "Duplicate Check" button to display the *Duplicate Check Screen*.

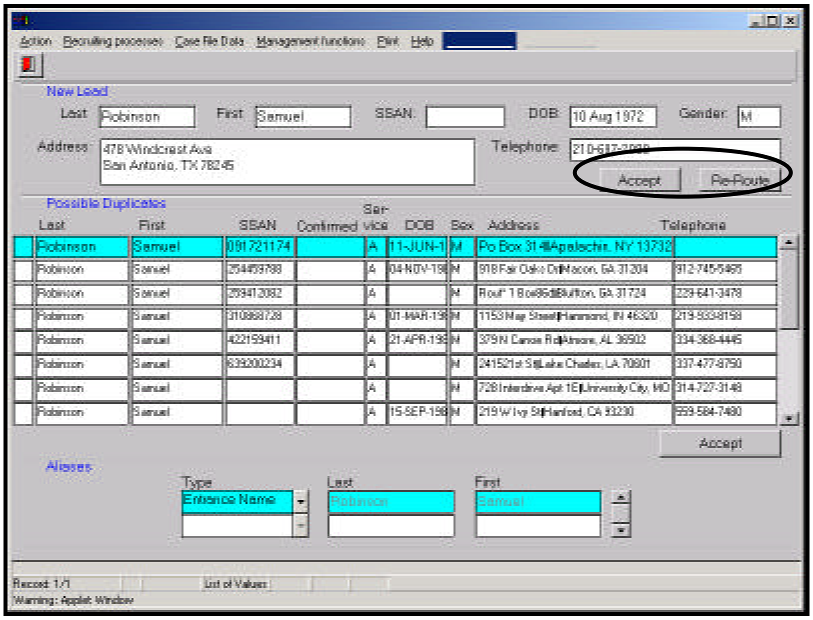


Figure 4-3, Duplicate Check Screen

4.5 Accept/Reroute

If your new lead does not display in the **Possible Duplicates Block**, choose to <**Accept**> (top "Accept" button—see figure 4-3) or <**Re-Route**> (causes the new lead to be routed to squadron operations [OPS]). Otherwise, highlight the duplicate lead and click the bottom "Accept" button. This indicates the lead has been previously processed.

4.6 Select Leads/Applicants

Purpose: Allows you to select all applicants the recruiter has the responsibility to work.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Select Leads/Applicants**> to display the *Select Leads/Applicants Screen*.

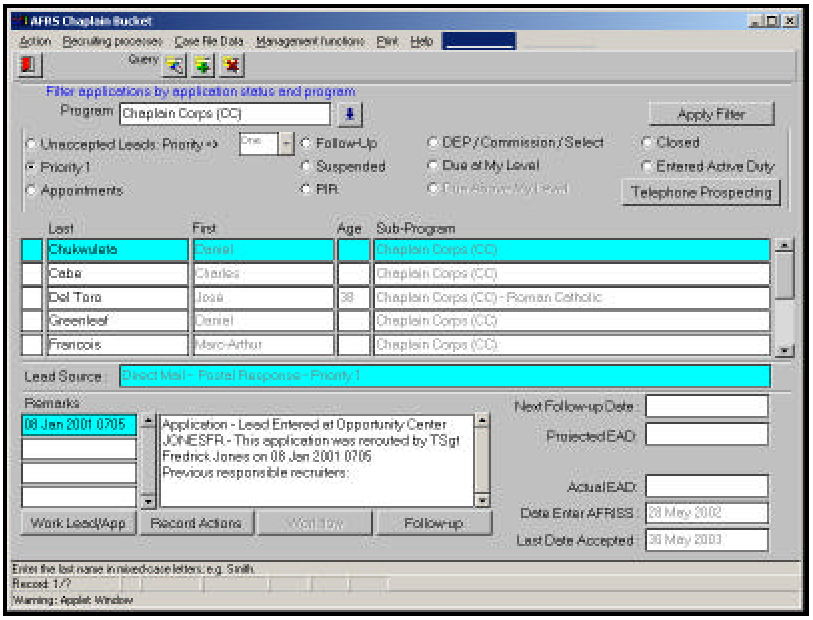


Figure 4-4, Select Leads/Applicants Screen

4. Ensure you are in the proper program (Chaplain Service [CC]), and click the "Priority 1" button (displays a list of all leads you accepted). The "PIR" button will also display leads.

4.7 Re-Opening Leads

Ensure you are in the *Select Leads/Applicants Screen*.

1. Program: Click the LOV to select the program; e.g., Chaplain Corps (CC).

2. Click the "Closed" or "Suspended" radio button to display a list of closed applicants. Once you click the appropriate radio button, a "Re-Open Application" button is enabled.

3. Click (highlight) the desired applicant, and then click the "Re-Open Application" button. The following message displays informing you the application has been re-opened and a follow up has been set.

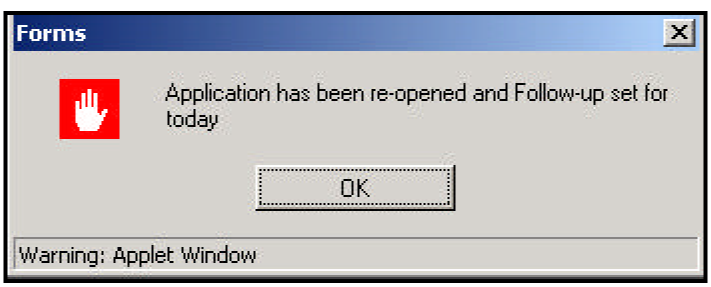


Figure 4-5, Re-Open Application Message

4. Click the "OK" button. The applicant's name will be removed from the list of closed or suspended applicants.

5. Click the “Save” button, and then click the “Exit” button.

5.0 CREATE INDIVIDUAL LEAD AND DUPLICATE CHECK

Purpose: Used to enter a walk-in or a call-in lead into AFRISS.

NOTE: At a minimum, to create a lead you will need the lead’s last name, first name and contact source; e.g., home address, telephone number.

5.1 Create Individual Lead

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Then click <**Create Individual Leads**> to display the *Create Lead Screen*.

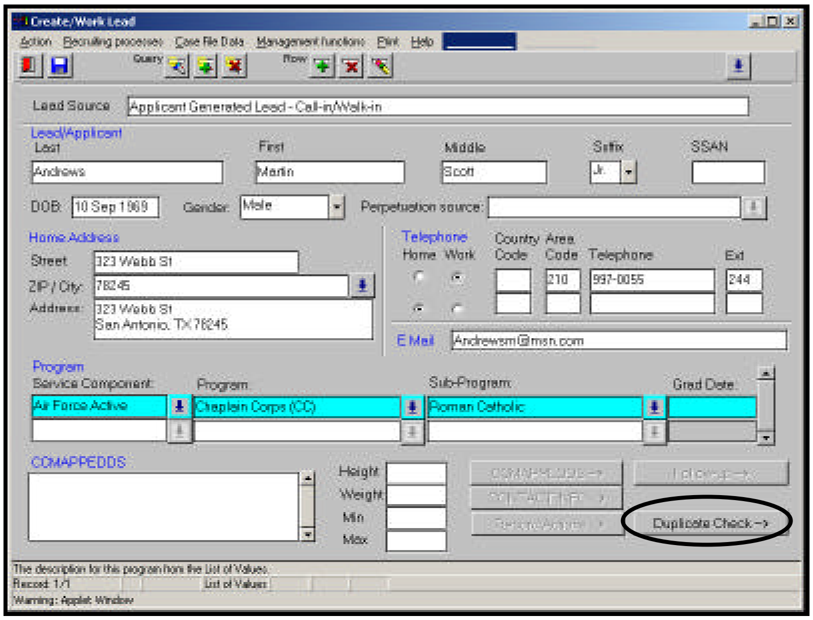


Figure 5-1, Create Lead Screen

Parts of the Screen and Steps to Follow:

NOTE: The preferred navigation from field to field is to use the <**Tab**> key.

3. <u>Lead Source</u>: “Applicant Generated Lead–Call-in/Walk-in” automatically generates.

Lead/Applicant Block

4. Last: *(Mandatory)* Enter the applicant's last name in upper and lower case; e.g., Andrews.

5. First: *(Mandatory)* Enter the applicant's first name in upper and lower case; e.g., Martin.

6. Middle: *(Optional)* Enter the applicant's middle name in upper and lower case; e.g., Scott. If unknown, enter UNK; if no middle name, enter NMN.

7. Suffix: *(Optional)* Click the drop-down menu button to select the suffix; e.g., Jr.

8. SSAN: *(Optional)* If known, enter the applicant's SSAN without dashes; e.g., 999999999.

9. Date of Birth (DOB): *(Optional)* If known, enter the applicant's DOB in the DD MMM YYYY format; e.g., 10 Sep 1969.

10. Gender: *(Mandatory)* Click the drop-down menu button to select the gender; e.g., Male or Female.

11. Perpetuation Source: *(Optional)* If the lead was obtained by perpetuation, indicate from whom you perpetuated the lead from in this field. A perpetuated lead can only come from another lead, applicant, or member of your Delayed Enlistment Program (DEP). Enter the last name of the perpetuation source in the field and press the <**Tab**> key, or you can place the cursor over the LOV and click the left mouse button. Either one brings up a LOV to enable you to select the specific perpetuation source.

If you enter a Perpetuation Source, notice the Lead Source changes from **Applicant Generated Lead–Call-in/Walk-in** to **Perpetuated**.

Home Address Block: Optional; however, a phone number or electronic mail (e-mail) address must be entered in the appropriate fields.

12. Street: Enter the applicant's street address; e.g., 323 Webb St.

13. ZIP/City: Enter the applicant's Zip Code; e.g., 78245, or city; e.g., San Antonio. For a quicker response, press the <**Tab**> key.

14. Address**:** Automatically generates based on your input from the Street and Zip/City fields.

Telephone Block: Optional; however, a home address or e-mail address must be entered in the appropriate fields.

15. “Home or Work” radio button: *(Mandatory)* Select the applicable phone number type by placing the cursor over the appropriate radio button and clicking the left mouse button. The default value is “Home.”

16. Country Code: *(Optional)* Enter the country code of the applicant’s phone number; e.g., 001.

17. Area Code: Enter the area code of the applicant’s phone number; e.g., 210.

18. Telephone: Enter the applicant’s telephone number; e.g., 997-0055.

19. Ext: Enter the extension of the applicant’s telephone number; e.g., 244.

NOTE: Press the <**Tab**> key to enter another phone number. If you have completed entering applicable telephone numbers for the applicant, use the mouse to move the cursor over the E-mail field and click the left mouse button. This is the ONLY way you can leave the **Telephone Block**.

E Mail Block: Optional; however, a home address or phone number must be entered in the appropriate fields.

20. E-Mail: Enter the applicant’s e-mail address, if applicable; e.g., **Andrewsm@msn.com.** Press the <**Tab**> key to navigate to next field.

Program Block

21. Service Component: *(Mandatory)* Click the LOV to select the service component; e.g., Air Force Active.

22. Program: *(Mandatory)* Click the LOV to select an applicable program; e.g., Chaplain Corps (CC).

23. Sub-Program: Click the LOV to select a sub-program; e.g., Roman Catholic.

24. Grad Date: Used when entering a lead from a school event. This field cannot be entered when creating an applicant generated lead or perpetuated lead.

25. Click the “Save” button.

CCMAPPEDDS Block

NOTE: Information displays in this block after the CCMAPPEDDS Pre-Qualification Interview (see section 9.0) has been completed.

Once you have completed entering the required information in the **Program Block**, the “Duplicate Check” button (see figure 5-1) will be available.

6.0 DUPLICATE CHECK SCREEN

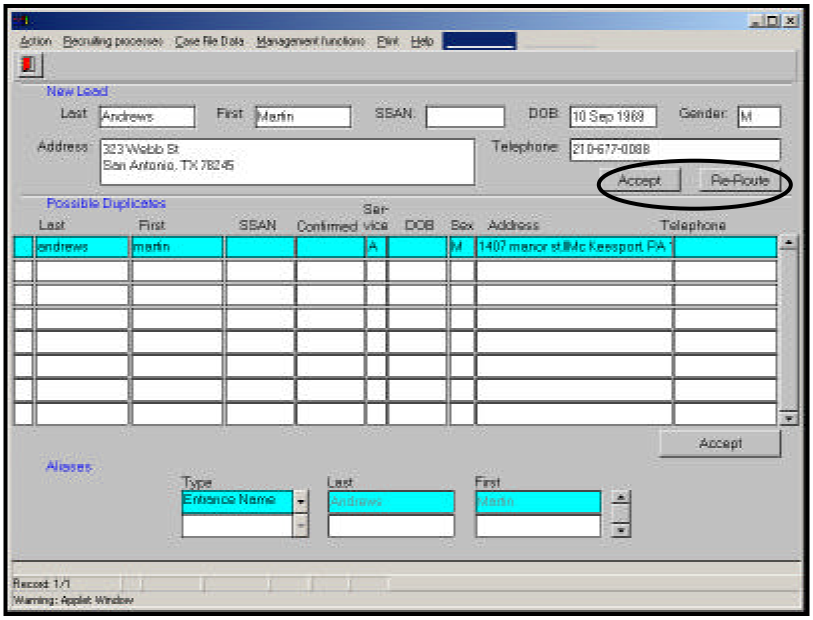


Figure 6-1, Duplicate Check Screen

Parts of the Screen and Steps to Follow:

New Lead Block provides information on the new lead.

1. Check the applicant's address to verify this lead is in fact in your zone.

2. Once this is verified, place the cursor over the "Accept" button in the **New Lead Block** and click the left mouse button. The following message displays.

Figure 6-2, Application Acceptance Pop-Up

3. Click the "OK" button. The lead is then moved to the *Select Lead/Applicant Screen* under the Priority 1 filter.

Possible Duplicates Block provides information on any possible duplicate for the new lead.

4. If the new lead had possible duplicates, scroll through the list of possible duplicates to ensure this lead is not already in the AFRISS database.

5. If you find a possible duplicate matching the new lead, place the cursor on the "Accept" button in the **Possible Duplicate Block** and click the left mouse button. This updates the information for the duplicate with the information from the new lead. It is then moved to the *Select Lead/Applicant Screen* under the Priority 1 filter.

Aliases Block provides any aliases for the highlighted possible duplicates.

6. If the new lead does not belong to you either because the program is not valid for your office; e.g., Officer Training School (OTS) Recruiter gets a Non-Prior Service (NPS) lead, etc; or you receive a lead not in your zone, place the cursor on the "Re-Route" button in the **New Lead Block** and click the left mouse button. This sends the new lead to the squadron operations to be routed to the correct recruiter.

IMPORTANT: IN THE EVENT YOU HAVE A NEW LEAD, AND IT HAS A POSSIBLE DUPLICATE (ANOTHER RECRUITER HAS THE LEAD IN PERSONAL INTERVIEW RECORD [PIR], DEP OR COMMISSIONED STATUS), THE SYSTEM WILL NOT ALLOW YOU TO ACCEPT IT.

7. While in the *Select Lead/Applicant Screen* or *Create Lead Screen*, click the "Workflow" button to complete the *Chaplain Processing Workflow*.

7.0 LEAD FOLLOW-UP/APPOINTMENT/CLOSE/SUSPEND

Purpose: Allows you to document all contacts with the leads, set appointments, or close/suspend a lead.

1. If in the *Create Lead Screen*, click the "Follow Up" button.

2. If in the *Select Lead/Applicant Screen*, click the **<Recruiting Processes>**, click **<Work Leads/Applicants Currently in System>**, and then click <**Select Leads/Applicants**> to display the *Select Leads/Applicants Screen*.

3. Click the "Priority 1" or "PIR" radio button, (program does not have to be selected), and then select (highlight) the desired applicant.

4. Click the "Follow Up" button to display an Action pop-up window (figure 7-1). Select the valid action item and click the "OK" button. An additional window appears asking if the contact was "In Person" or "By Phone." Select the valid response and click the "OK" button to display the *Lead/Applicant Follow-Up Screen*.

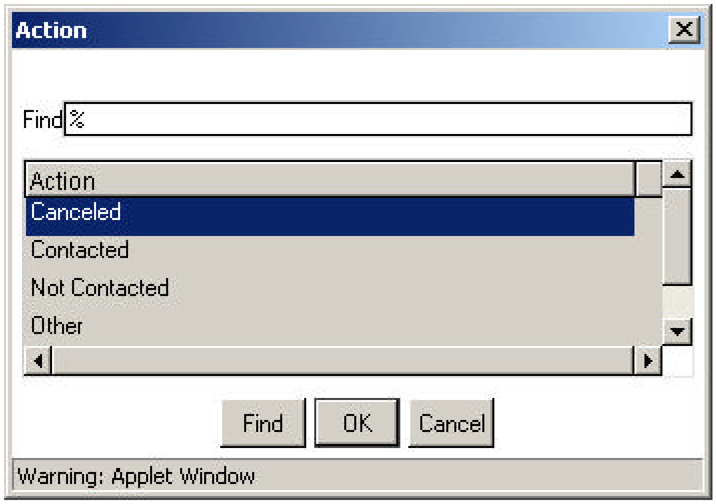


Figure 7-1, Follow Up Action Screen

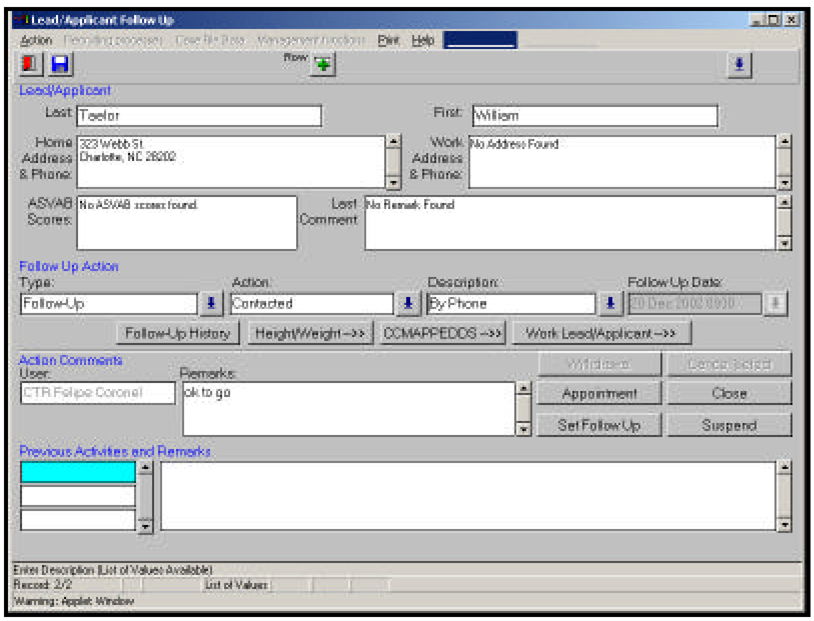


Figure 7-2, Lead/Applicant Follow-Up Screen

7.1 Lead Follow-Up

Parts of the Screen:

Lead/Applicant Block

NOTE: You cannot update fields in this block.

1. <u>Last</u>: Displays the last name of the lead/applicant.

2. <u>First</u>: Displays the first name of the lead/applicant.

3. Home Address & Phone: Displays the formatted home address and home telephone number of the lead/applicant.

4. Work Address & Phone: Displays the formatted work address and work telephone number of the lead/applicant.

5. Armed Forces Vocational Aptitude Battery (ASVAB) Scores: Not applicable.

6. Last Comment: Displays the last remarks entered about the lead/applicant and the name of the individual who made the remarks.

Follow-Up Action Block

7. Type: Displays the type of action being performed.

8. Action: Click the LOV to select the action. You may select "Contacted," "Not Contacted," "Canceled" and "Other" actions for a follow-up.

9. Description: Click the LOV to select a description. You may select "By Phone" or "In Person" if the action selected was "Contacted" or "Not Contacted."

10. After you select an action, and description, enter the comments of the follow-up action in the Remarks field, if applicable. If you select the "Canceled" action, you are not prompted to select a description and the Remarks Editor box displays. Once the remarks have been entered, click the "OK" button.

11. The Follow Up Date block is automatically populated. It becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended.

Action Comments Block

12. User: Displays the user's name.

13. Remarks: Displays the comments the user just entered about the follow-up action.

8.2 Additional Buttons

1. "Follow-Up History" button: Allows you to display a follow-up history report for the current lead/applicant. It is always available.

2. "Height/Weight" button: Allows you to record the height and weight of the lead/applicant. This button becomes available if the action is "Contacted." It becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended.

3. “CCMAPPEDDS” button: Allows you to review the pre-qualification information on the current lead/applicant. This button becomes available as soon as you accept the lead after the duplicate check. **NOTE:** It is important you document this information here. If you close or suspend a lead/applicant, and the individual goes to another recruiter, this information is available when the lead is loaded at another office and keeps individuals from fraudulent enlistment.

4. “Work Lead/Applicant” button: Allows you to navigate to the *Work Lead/Applicant Screen* for the current lead/applicant.

5. “Withdrawal” button: Not applicable to this program.

6. “Cancel Select” button: Not applicable to this program.

7. “Appointment” button: Allows you to set the appointment date for the lead/applicant. When the button is clicked the calendar appears. This button becomes available if the action is “Contacted.” It becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended.

8. “Close” button: Allows you to request this lead/applicant be closed. This button becomes available when the action and description is selected. It becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended. When you click this button, you are prompted to select a reason from an action LOV why you want to close the lead/applicant. You are able to select “Disqualified,” “Not Interested” or “Other.”

9. Once you select the reason you want to close the lead/applicant, you are prompted to select a specific reason for the closure from a description LOV. The choices available depend on the action selected.

10. Once you have selected the description, the Remarks Editor box displays. You can then edit the remarks entered from the “Contact” comments. Once you are satisfied with the comments, click the “OK” button. **NOTE:** Comments should be as descriptive as possible. A good word picture allows other users to have a clear understanding of what is going on with the lead applicant and save on having to get clarification later.

11. “Set Follow Up” button: Allows you to set a date to follow up with the lead/applicant. When the button is clicked the calendar appears. This button becomes available when the action and description is selected. It becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended.

12. “Suspend” button: Allows you to request the lead/applicant be closed. This button becomes available when the action and description is selected. It becomes unavailable once an appointment or follow-up date is scheduled or the lead/applicant is closed or suspended. This button functions in the same manner as the “Closed” button. **NOTE**: When entering comments about this lead/applicant, you are asking the flight chief to

suspend this lead/applicant. Unless you specify the date you want to have it re-opened, the flight chief must make the decision for you.

Previous Activities and Remarks Block Automatically generates.

13. Click the "Save" button, and then click the "Exit" button to return to the *Create Lead Screen*.

14. Click the "Workflow" button to begin working the applicant.

8.0 WORKFLOWS

Purpose: Allows you to gather personal information to complete the application.

NOTE: This section is informational only. An example of the *Workflow Select Screen* is displayed below. You will see this screen throughout the casefile process. As the recruiter creating the lead, you will only have one workflow selection from the pop-up window: Chaplain Processing Workflow. Once this displays, click the "OK" button.

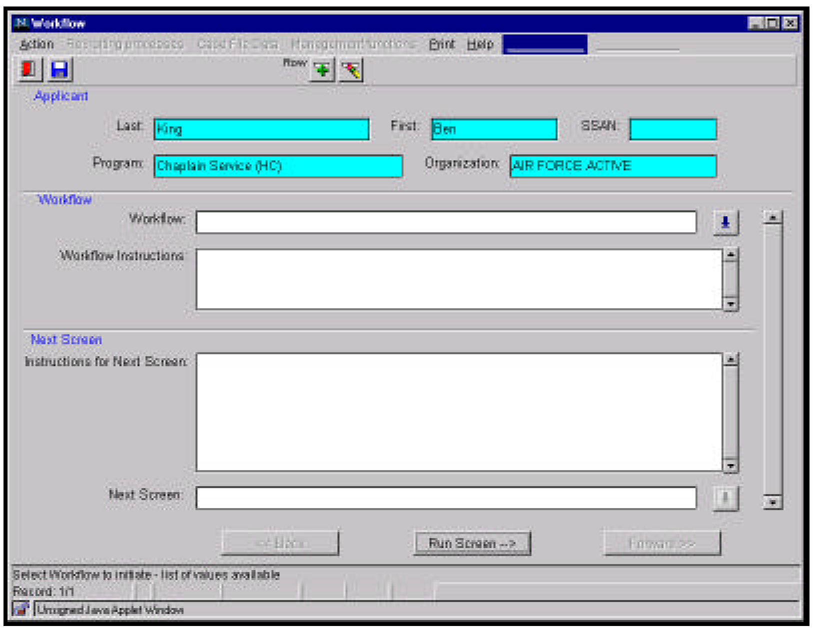


Figure 8-1, Workflow Select Screen

Applicant Block (*View Only)*

1. Last: Displays the last name of the selected lead/applicant.

2. First: Displays the first name of the selected lead/applicant.

3. SSAN: Displays the SSAN of the selected lead/applicant, if available.

4. Program: Displays the program of the application for the select lead/applicant.

5. Organization: Displays the branch of service for which the lead/applicant is being worked.

Workflow Block

6. Workflow: Displays the title of the selected workflow. The LOV allows you to select the workflow to perform next. The list only contains available workflows depending on your role and where the lead/applicant is in the recruiting process.

7. Workflow Instructions: Displays the description and instructions for completing the workflow.

Next Screen Block

8. Instructions for Next Screen: Displays the description and instructions for completing the next screen in the workflow.

9. Next Screen: Displays the title of the next screen in the workflow. You can have more than one workflow working at the same time, but cannot have the same workflow open more than once. The scroll bar on the right of the screen intersecting both the **Workflow** and **Next Screen Blocks** is divided if more than one workflow is open.

8.1 Memorandum Workflow

1. From the *Workflow Select Screen*, click the LOV to the right of the Workflow field. Click (highlight) Chaplain Processing Workflow, and then click the "OK" button. "Chaplain Processing Workflow" displays in the Workflow field and "Memorandum" displays in the Next Screen field. Click the "Run Screen" button to display the following message.

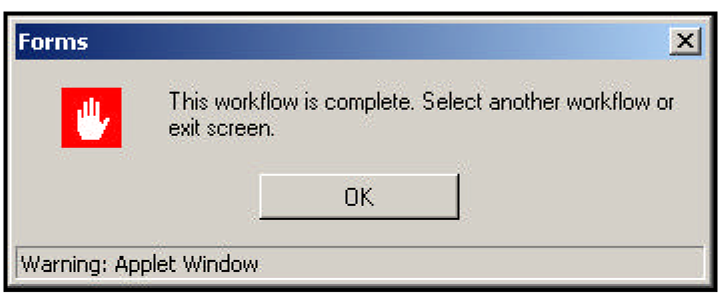


Figure 8-2, Workflow Completion Pop-Up

2. Click the "OK" button to reroute the lead/applicant to the chaplain for pre-qualification.

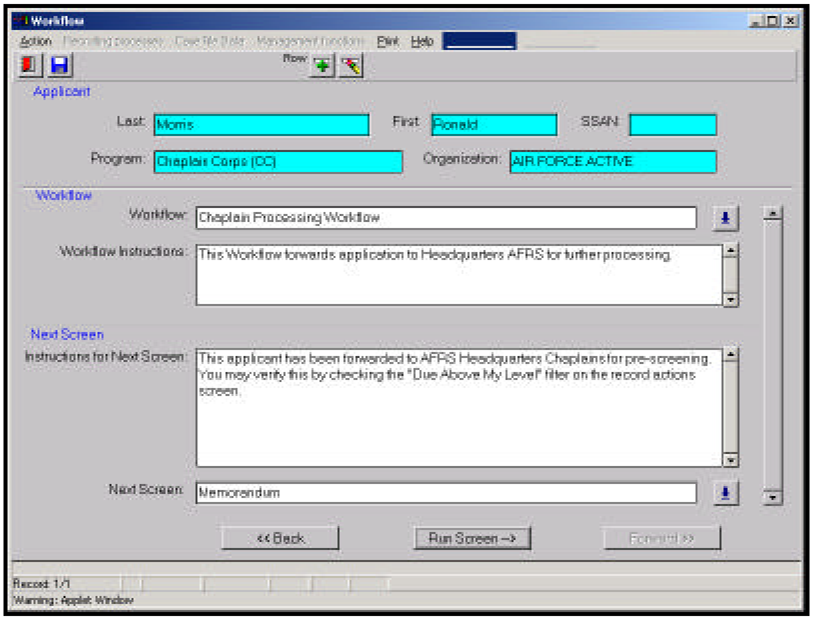


Figure 8-3, Memorandum Workflow

3. A message displays "This Workflow is complete. Select another workflow or exit screen." Click the "OK" button to return to the *Workflow Select Screen*.

4. Click the "Save" button, and then click the "Exit" button.

9.0 COMPLETE: CHAPLAIN PRE-QUALIFICATION

IMPORTANT: ONLY HQ AFRS CHAPLAINS/PROGRAM MANAGERS ARE AUTHORIZED TO CONDUCT THIS INTERVIEW.

1. Log in as Program Manager or Chaplain.

2. From the *AFRISS Main Menu*, click <**Management Functions**>, and then click <**Review Recruiter Activity**>.

3. Click the arrow to the left of "HQ AFRS-HQ Air Force Recruiting Service" to display the *Recruiter Hierarchy Screen*.

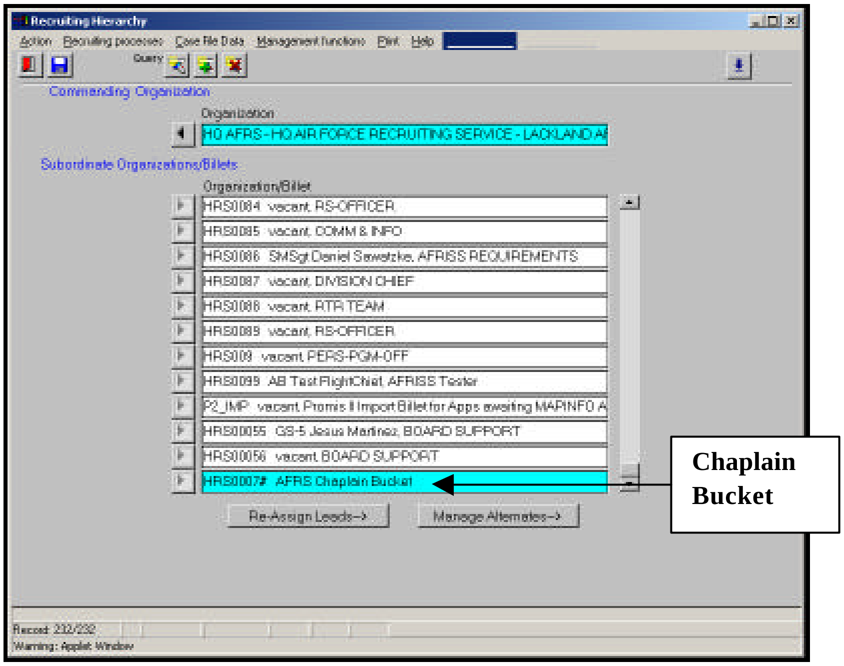


Figure 9-1, Recruiter Hierarchy

4. Click (Highlight) AFRS Chaplain Bucket (see figure 9-1).

5. Click <**Recruiting Processes**>.

6. Click <**Work Leads/Applicants Currently in System**>.

7. Then click <**Program Manager-Select Applicant**> to display the *Program Manager-Select Applicant Screen*.

8. Click the "Due At My Level" radio button, and then click "Enter Query" button  to display a list of applicants.

9. Click (highlight) the desired applicant, and then click the "Workflow" button to display an LOV.

10. Click (highlight) "Chaplain Pre-Qualification Interview," click the "OK" button and then click the "Run Screen" button.

9.1 Chaplain Pre-Qualification Interview

NOTE: This interview contains six questions.

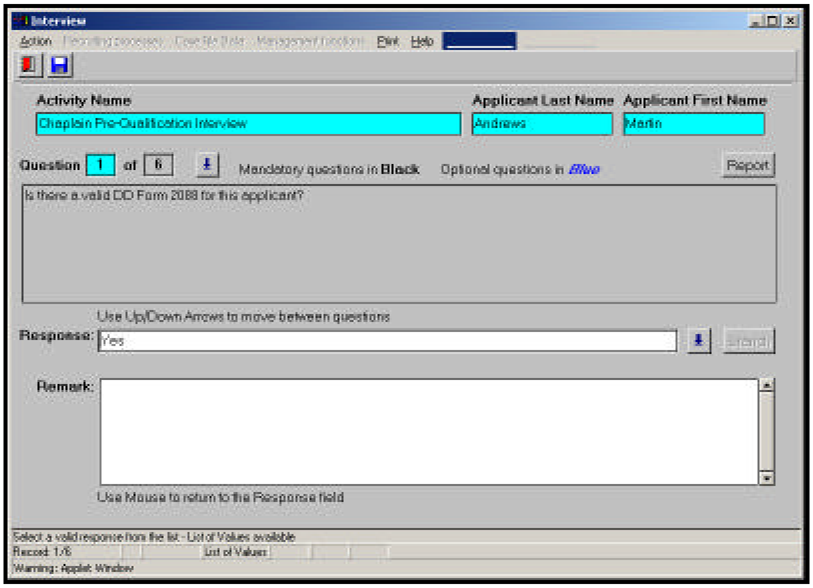


Figure 9-2, Chaplain Pre-Qualification Interview

1. Question #1: Enter <**Y**> (Yes) or <**N**> (No) in the Response field; otherwise, click the LOV to make your selection. Press the <**Tab**> key after each response to navigate to the next question.

2. Questions #2-#3: Enter a number between <**0**> and <**999**>.

3. Question #4: Enter <**Y**> (Yes) or <**N**>(No) and press the <**Tab**> key. If your response is <**N**> (No), click the "Save" button, and then click the "Exit" button to return to the *Chaplain Pre-Qualification Interview* (Question#5). If <**Y**> (Yes), pressing the <**Tab**> key will display the *Pre-Qualification Prior Commissioned Interview* (see section 9.1.1).

9.1.1 Pre-Qualification Prior Commissioned Interview

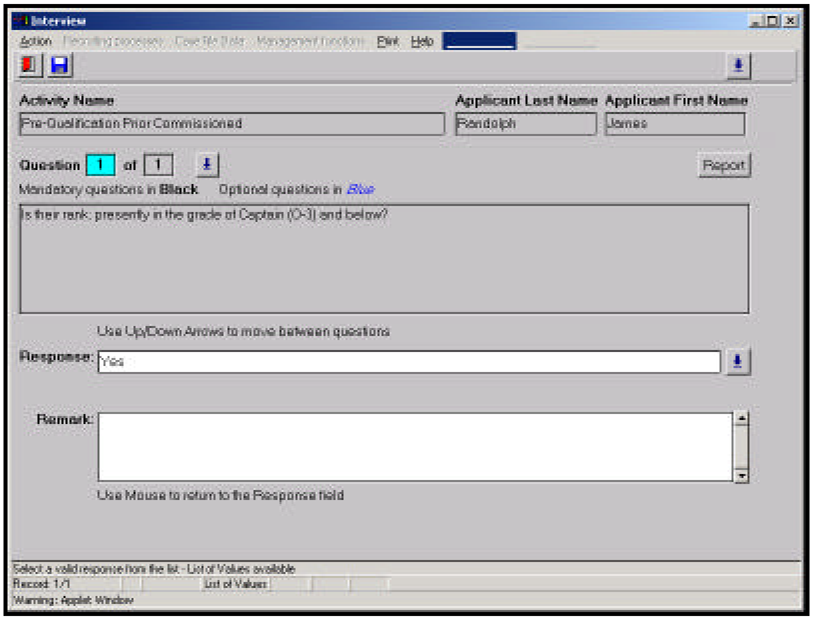


Figure 9-3, Pre-Qualification Prior Commissioned Interview

NOTE: This interview contains one question.

4. Enter <**Y**> (Yes) or <**N**> (No), otherwise, click the LOV to select your response.

5. Click the "Save" button, and then click the "Exit" button to return to the *Chaplain Pre-Qualification Interview.*

6. Question #5: Enter <**Y**> (Yes) or <**N**> (No) in the Response field; otherwise, click the LOV to make your selection. Press the <**Tab**> key after each response to navigate to the next question.

7. Question #6: Enter <**Y**> (Yes) or <**N**> (No) in the Response field; otherwise, click the LOV to make your selection.

8. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

9.2 The CCMAPPEDDS Interview

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *CCMAPPEDDS Interview*.

NOTE: This interview contains two questions.

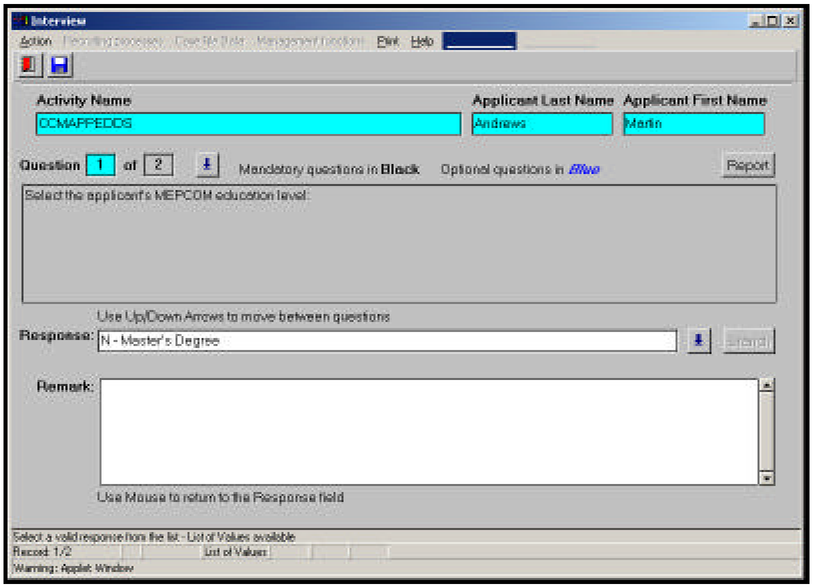


Figure 9-4, CCMAPPEDDS Interview Screen

2. Enter responses for both questions. Enter <**Y**> (Yes) or <**N**> (No). If "Yes," the Remarks Editor box displays to enter the comments about the lead's/applicant's CCMAPPEDDS. You should identify any concern as to the qualifications of the lead/applicant, especially disqualifying information; e.g., Used marijuana twice--last used May 1998, had two speeding tickets and a consumption of alcohol by a minor, married with no minor dependents, single with two minor dependents.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

9.3 Height/Weight Interview

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Height/Weight Interview*.

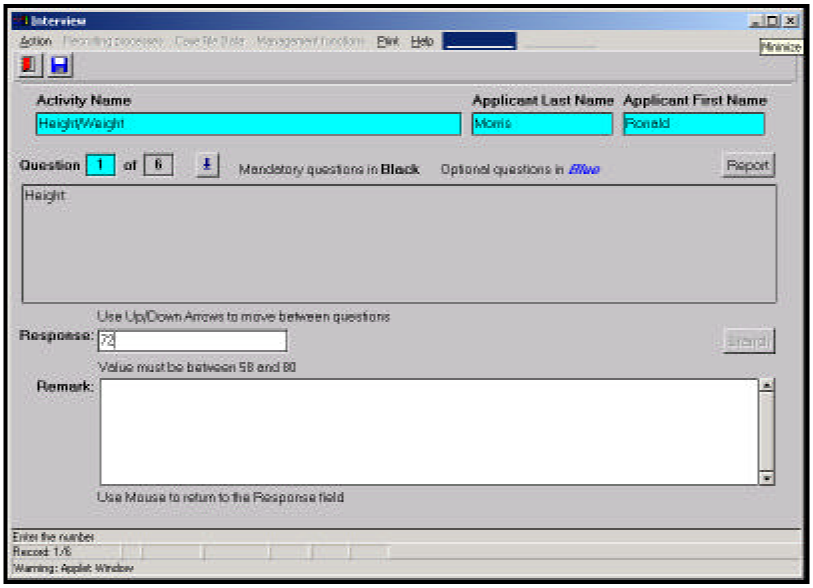


Figure 9-5, Height/Weight Interview

NOTE: This interview contains six questions.

2. Question #1: Enter the applicant's height in inches. Select a number between <**58 and 80**>.

3. Question #2: Enter the applicant's weight in pounds. Select a number between <**75 and 350**>.

4. Question #3: View Only. Notice in the <u>Response</u> field there is a number. This allows you to validate the applicant's minimum weight.

5. Question #4: View Only. This allows you to validate the applicant's maximum weight.

6. Question #5: (Optional). Gives you the opportunity to enter the applicant's Body Fat Measurement (BFM). **IMPORTANT: RECRUITING SERVICE PERSONNEL WILL NOT PERFORM BFM'S.** You may input a BFM the applicant got from a doctor, health club, etc.

7. Question #6: Allows you to enter remarks about the applicant's height and weight; e.g., John is over his max but works out daily and will make his BFM. John is overweight and will work on losing 2 lbs a week. John had his BFM done at Power Gym.

8. With the Height/Weight Interview completed, click the "Save" button, and then click the "Exit" button to navigate to the *Workflow Select Screen*. A message displays informing you the workflow is complete and another may be selected or you may exit the screen.

CHAPLAIN NOTE: If you created the lead, you may continue completing the application; otherwise, you must reroute the lead to a flight chief. Follow the steps below:

1. Click the "Exit" button to navigate back to the *Recruiting Hierarchy Screen*.

2. Click the "Re-Assign Leads" button to display the *Re-Assign Leads Screen*.

3. Highlight the applicant you wish to re-assign.

4. Place a check in the Re-Assign Box on the far right of the screen next to the lead's/applicant's information.

5. Click the LOV button in the Assign to Recruiter field to obtain a list of OA flights.

6. Highlight the desired flight bucket and click the "OK" button.

7. Click the "Re-Assign Leads" button. Your lead/applicant has now been re-assigned and is no longer in your bucket.

8. Click the "Exit" button twice to completely navigate back to the *AFRISS Main Menu*.

NOTE: If you did not create the lead, and you have already performed the pre-qualification, navigate to the Record Actions Screen and forward the application to the recruiter.

FLIGHT CHIEF NOTE: Ensure you are in the OA Flight Bucket. Follow the steps below:

1. Click the "Re-Assign Leads" button to display the *Re-assign Leads Screen*.

2. Highlight the applicant you wish to re-assign.

3. Place a check in the Re-Assign Box on the far right of the screen next to the lead's/applicant's information.

4. Click the LOV button in the Assign to Recruiter field to obtain a list of recruiters.

5. Highlight the desired recruiter and click the "OK" button.

6. Click the "Re-Assign Leads" button. Your lead/applicant has now been re-assigned and is no longer in your bucket.

7. Click the "Exit" button twice to completely navigate back to the *AFRISS Main Menu*.

RECRUITER NOTE: Follow the steps below:

1. Return to the *Select Lead/Applicant Screen*.

2. Click the "Priority 1" radio button and highlight your desired applicant.

3. Click the "Workflow" button. A pop-up menu displays. Select "Complete: OA Programs PIR" and click the "OK" button.

10.0 OA PROGRAMS PIR

Purpose: Allows you to collect pertinent qualification data during the initial appointment.

10.1 Name Use History

Purpose: Record name use history information.

1. From the *Workflow Select Screen,* click the "Run Screen" button to display the *Name Use History Screen.*

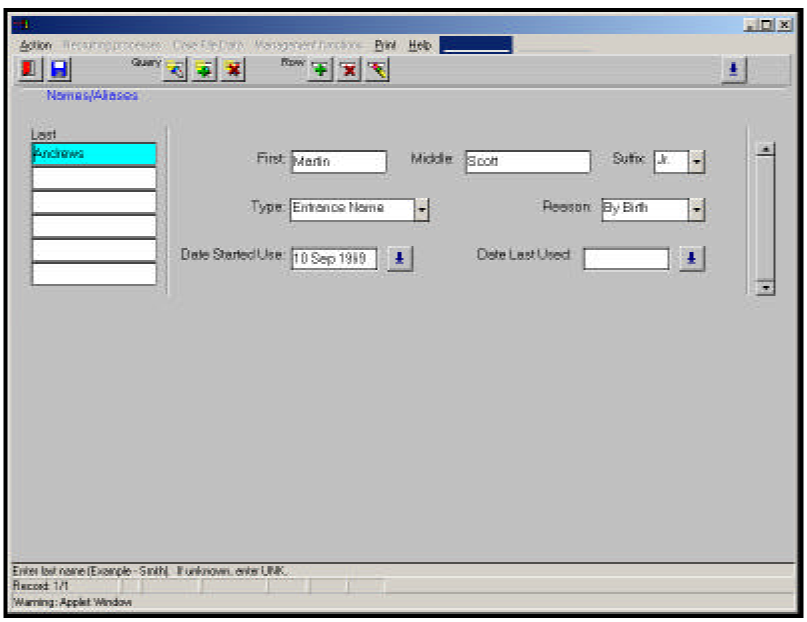


Figure 10-1, Name Use History Screen

Parts of the Screen and Steps to Follow:

2. Last: *(Mandatory)* Automatically generates. To add another name, place the cursor in the Last Name field (blank field) and click the "Add Row" button on the toolbar. Enter the applicant's last name; e.g., Andrews.

3. First: *(Mandatory)* Automatically generates. If not, enter the applicant's first name; e.g., Martin.

4. Middle: *(Optional)* Automatically generates. If not, enter the applicant's middle name; e.g., Scott. Otherwise enter NMN (no middle name) or UNK (unknown).

5. Suffix: *(Optional)* Automatically generates. If not, click the drop-down menu button to select the suffix.

6. Type: Click the drop-down menu button to select the type; e.g., Entrance Name and Alias. The applicant must have an entrance name, which is his/her current name, name on the birth certificate, court document, or from marriage. Aliases are nicknames, previous names and maiden names.

7. Reason: Click the drop-down menu button to select the reason; e.g., Preference, Maiden, Other, By Marriage, By Birth, By Decree. **NOTE:** Document all names by which the applicant has been known.

8. Date Started Use: Enter the date the applicant started using the selected name in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar). The default is the applicant's DOB.

9. Date Last Used: Enter the date the applicant last used the selected name in the DD MMM YYYY format; e.g., date of marriage, date court changed name. Otherwise, click the LOV to select the date (AFRISS calendar). If the name is still used, leave the field blank.

10. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen.*

10.2 Address History & Contact Information

Purpose: Allows you to record the applicant's current address, home of record, place of birth and business address (if currently employed). Additionally, record any phone numbers where the applicant may be contacted. E-mail addresses are optional.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Address History & Contact Information Screen*.

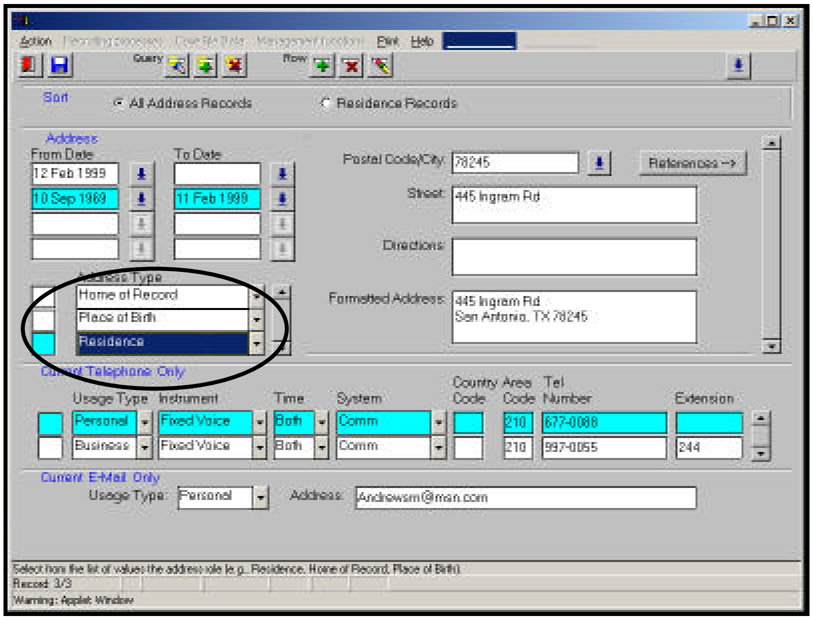


Figure 10-2, Address History & Contact Info Screen

NOTE: You may only enter one address history at a time. Enter the required data throughout the screen. If you want to add additional address history information, click your cursor in the row below the last entry in the From Date field. You must enter address records for place of birth, home of record and residence (all may be the same address).

Parts of the Screen and Steps to Follow:

Sort Block

This block has two radio buttons to allow you to filter either all the recorded address records or the residence records only.

Address Block

2. From Date: Enter the date the applicant started residing at the address in the DD MMM YYYY format; e.g., 10 Sep 1969. If the address type is place of birth, this date is the DOB. Otherwise, click the LOV to select the date (AFRISS calendar).

3. To Date: Enter the date the applicant stopped residing at this address in the DD MMM YYYY format; e.g., 11 Feb 1999. Otherwise, click the LOV to select the date (AFRISS calendar). **NOTE:** If the applicant is currently residing at that address, leave the field blank.

4. Postal Code/City: Automatically generates.

5. Street: Automatically generates.

6. Directions: Enter the directions for an address that may be hard to find or in an unfamiliar area.

7. Formatted Address: Automatically generates.

8. Address Type: Click the drop-down menu button to select the address; e.g., Residence, Home of Record, Place of Birth. Selecting an address type business populates the Work Address and Phone fields on other screens. **NOTE:** If the place of birth, residence, and home of record is the same address, click the drop-down menu button in each row of this field to make your selection. You do not need to enter each record separately. You will notice in figure 10-2, the Address Type field is circled. Home of record and place of birth is the same address.

9. References button. Press this button to access the *Reference Screen*. This screen allows you to enter the individual's name so you can validate the applicant's address information.

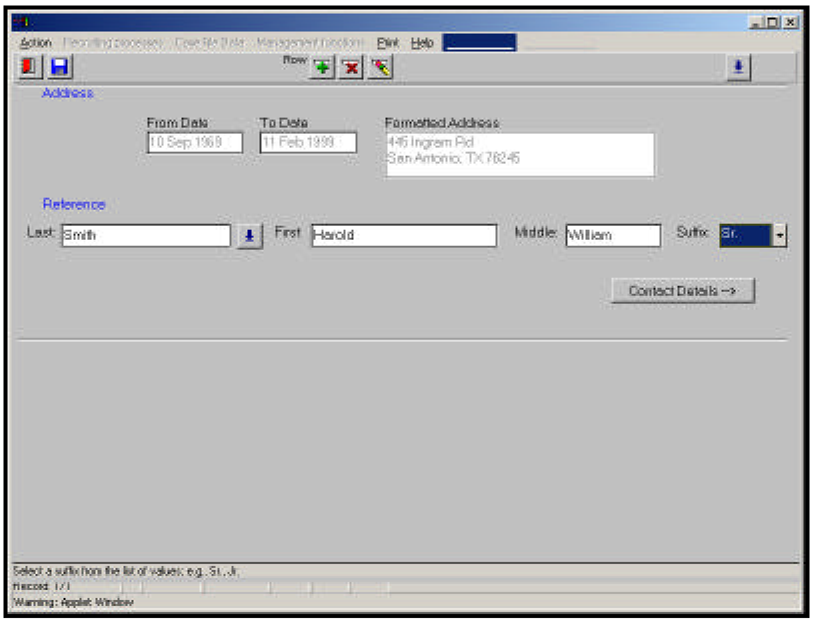


Figure 10-3, References Screen

10. The *Contact Details Screen* identify the reference's home address, city and phone number and becomes available only after the reference name has been provided.

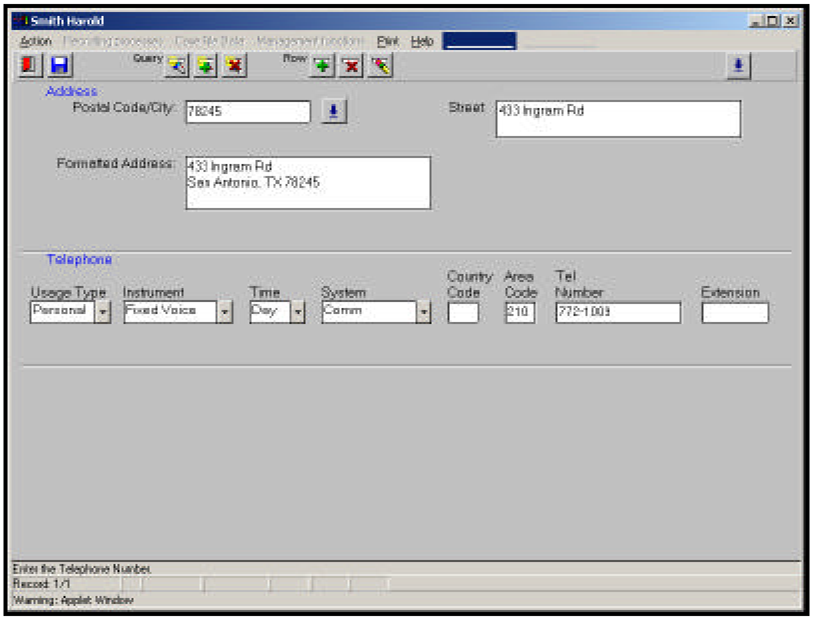


Figure 10-4, Contact Details Screen

11. Once all of the information has been provided for the reference individual, click on the "Save" then the "Exit" buttons to return to the *References Screen*. If no other references are to be entered, click the "Save" button, and then click the "Exit" button to return to the *Address History and Contact Information Screen*.

Current Telephone Only Block

12. Usage Type: Click the drop-down menu button to select the usage type; e.g., Personal or Business. The default is "Personal." Selecting "Business" populates the Work Address and Phone fields on other screens with the work telephone number. It also displays the work number on your Daily Planner.

13. Instrument: Click the drop-down menu button to select the instrument type; e.g., Fixed Data. The default is "Fixed Voice."

14. Time: Click the drop-down menu button to select the best time to contact the lead at this telephone number; e.g., Both, Day or Night. The default is "Both."

15. System: Click the drop-down menu button to select a system type; e.g., Comm or Defense Switched Network (DSN). The default is "Comm."

16. Country Code: Enter the country code, if applicable; e.g., 001.

17. Area Code: Automatically generates.

18. Tel Number: Automatically generates.

19. Extension: Automatically generates.

NOTE: Click the "Add Row" button to enter multiple phone numbers for a lead.

Current E-Mail Only Block

20. Usage Type: Automatically generates.

21. Address: Automatically entered.

22. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

10.3 Personal Descriptive Info

Purpose: Allows you to record the applicant's personal descriptive information (e.g., Gender, DOB, Race, Ethnicity, Hair Color).

NOTE: If you haven't entered an SSAN, you should do so at this time. If there is a match with another SSAN, you will view a constraint error and must contact the Customer Support Center.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Personal Descriptive Info Screen*. A pop-up message also displays (see figure 10-5).

Figure 10-5, Pop-Up Message

2. Click the "OK" button to display the *Personal Descriptive Info Screen*.

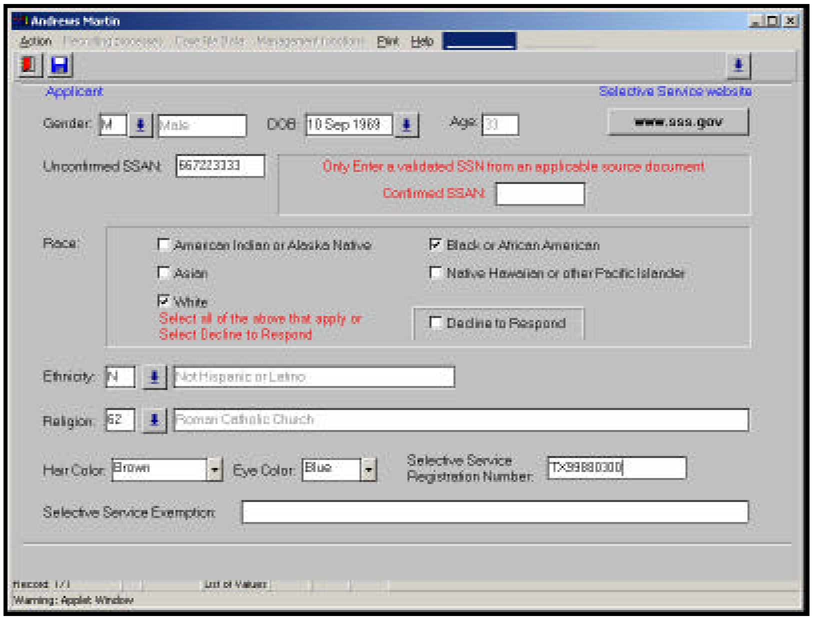


Figure 10-6, Personal Descriptive Info Screen

Parts of the Screen and Steps to Follow:

3. Gender: *(Mandatory)* Automatically generates.

4. DOB: *(Mandatory)* Automatically generates if previously entered. If not, enter the DOB in the DD MMM YYYY format, or click the LOV to select the date (AFRISS calendar).

5. Age: Automatically generates. The applicant's age is based on the DOB previously entered.

6. Unconfirmed SSAN: Automatically generates if previously entered. **NOTE:** If you haven't entered an SSAN, you should do so at this time. If there is a match with another SSAN, you will view a constraint error and must contact the Customer Support Center.

7. Confirmed SSAN: Enter the applicant's SSAN. Once this SSAN is entered on this form and saved, you cannot change it. To navigate to the Confirmed SSAN field, you must use your cursor.

8. Race: *(Mandatory)* Select all that apply or select "Decline to Respond" if applicable.

9. Ethnicity: *(Mandatory)* Click the drop-down menu button to select the applicant's response; e.g., Not Hispanic or Latino. Select "Decline to Respond" if applicable.

10. Religion: *(Mandatory)* Click the LOV to select the religious preference. A pop-up menu displays a large list of religions. To query for your choice, type the full or partial name of the religion with a % sign preceding and following your entry, and then click the "Find" button.

11. Hair Color: *(Mandatory)* Click the drop-down menu button to select the hair color; e.g., Brown.

12. Eye Color: *(Mandatory)* Click the drop-down menu button to select the applicant's eye color; e.g., Blue.

13. Selective Service Registration Number: Enter a validated Selective Service Number (SSN) for males born after 31 Dec 1959. **NOTE:** Click the "**www.sss.gov**" button to validate.

14. Selective Service Exemption: If no SSN exists, enter the reason(s) for the applicant's legal exemption.

15. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

10.4 PIR Citizenship and Language Questions

Purpose: Allows you to document information regarding the applicant's citizenship and language.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *PIR Citizenship and Language Questions.*

NOTE: This interview contains three questions.

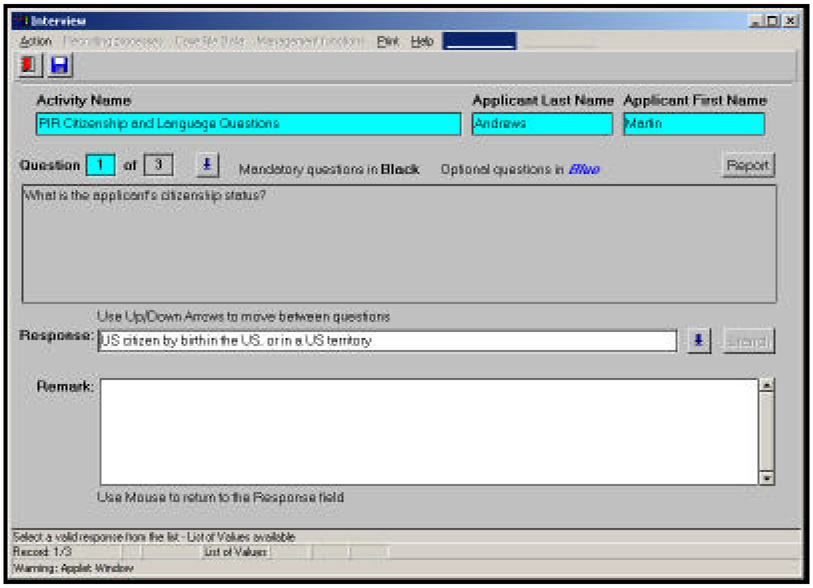


Figure 10-7, PIR Citizenship and Language Interview

2. Select the applicant’s citizenship status from the LOV; e.g., United States (US) citizen by birth in the US or in a US territory.

3. Enter the first language in which the applicant is proficient, if applicable; otherwise, select from the LOV. If the applicant is not proficient in any language, then the response is <**NONE**>. To query for your choice, type the full or partial name of the language with a % sign preceding and following your entry, and then click the “Find” button.

4. Enter the second language in which the applicant is proficient, if applicable; otherwise, select from the LOV. If the applicant is not proficient in any language, then the response is <**NONE**>. To query for your choice, type the full or partial name of the language with a % sign preceding and following your entry, and then click the “Find” button.

5. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

10.5 PIR Marital and Dependency Questions

Purpose: Allows you to document information regarding the applicant's marital and dependency status.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *PIR Marital and Dependency Questions.*

NOTE: This interview contains four questions.

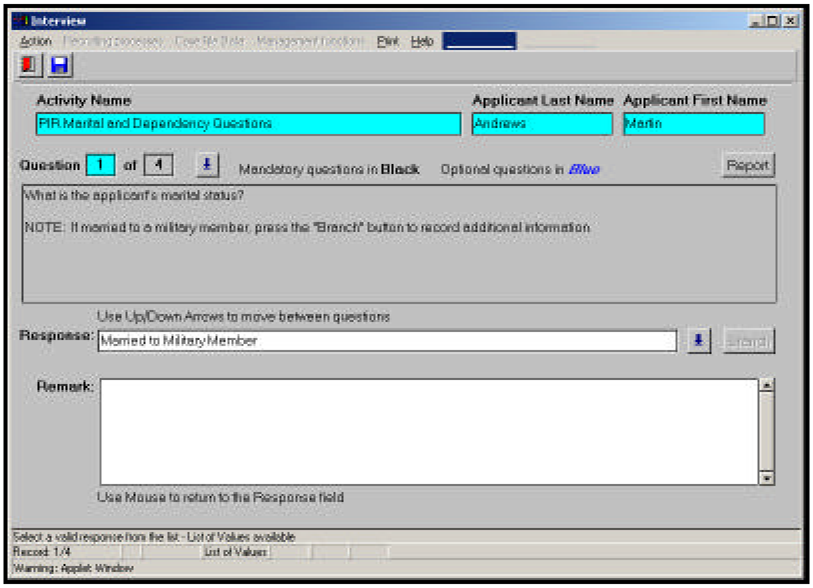


Figure 10-8, PIR Marital and Dependency Interview

2. Click the LOV (Response field) to select the applicant's marital status; e.g., Single, never been married; e.g., Married to a military member.

3. Enter the number of adult dependents for which the applicant is financially responsible. Select a number value of <**0 to 20**>. **NOTE:** Do not include self.

4. Enter the number of minor dependents for which the applicant is responsible. Select a number value of <**0 to 20**>.

5. Spouse's SSAN (no dashes): optional.

6. Click the "Save" button, and then click the "Exit" button to select another workflow.

10.6 PIR Education Questions

Purpose: Allows you to document information regarding the applicant's current or qualifying education status.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *PIR Education Questions*.

NOTE: This interview contains three questions. Reference Question #2 of #3--Chaplains must have at least three years in an in-residence program!

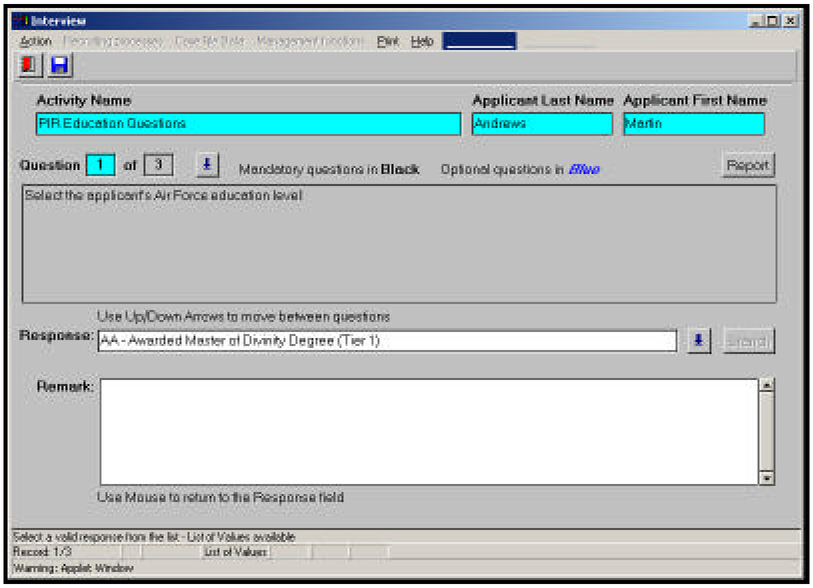


Figure 10-9, PIR Education Interview

2. Click the LOV to select the applicant's education level; e.g., AA-Awarded Master of Divinity Degree (Tier 1). Once you press the <**Tab**> key, the *Education History Screen* displays (see figure 10-10).

IMPORTANT: YOU MUST ENTER HIGH SCHOOL AND COLLEGE INFORMATION.

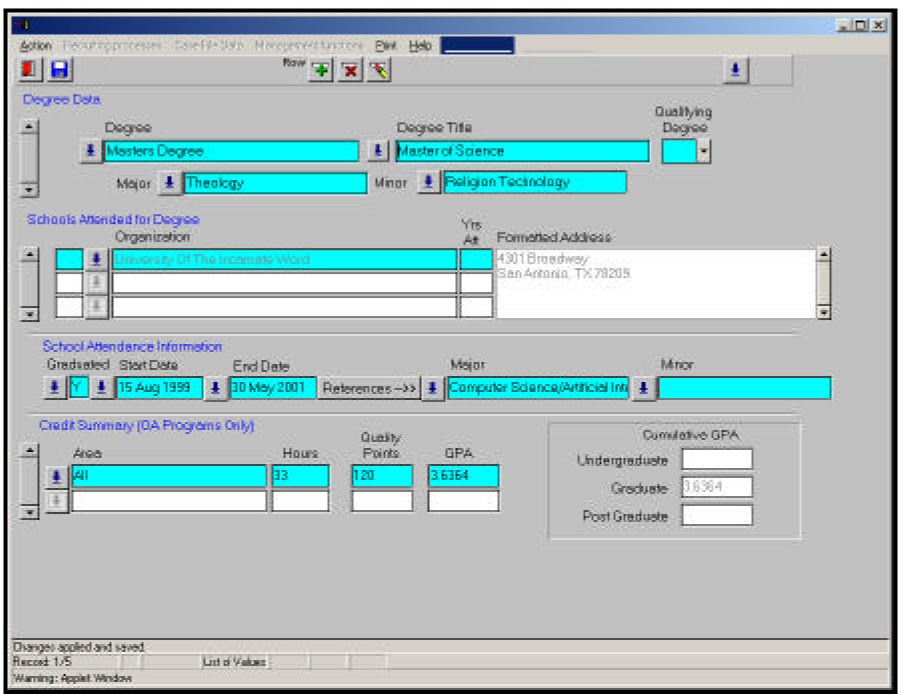


Figure 10-10, Education History Screen (School/College Locations)

Parts of the Screen and Steps to Follow:

Degree Data Block

3. Degree: Click the LOV to select the type of degree; e.g., Masters Degree, and then click the "OK" button. If you want to select another degree, click your cursor in the Degree field, and then click the "Add Row" button (green plus sign) on your *AFRISS Main Menu* toolbar.

4. Degree Title: Click the LOV to select the degree title; e.g., Master of Science.

5. Qualifying Degree: Click the drop-down menu button to select a response; e.g., Yes or No. **NOTE:** A qualifying degree is the degree according to Air Education and Training Command (AETC) Instruction 36-2002, which qualifies an applicant for a specific program; e.g., Masters Degree. If the applicant is qualifying for the AF with the particular degree, select "Yes"; otherwise, select "No" for a non-qualifying degree.

6. Major: Click the LOV to the left of the Major field to select your response; e.g., Theology.

7. Minor: Optional. Click the LOV to the left of the Minor field to select your response; e.g., Religion Technology.

Schools Attended for Degree Block

8. Organization: Click the LOV button to the left of the Organization field to display the *Select Organization Screen*. **NOTE:** List all schools attended to earn that particular degree. If you need to enter any additional schools for the particular degree, click in the blank field below the last school entered.

10.6.1 Select Organization

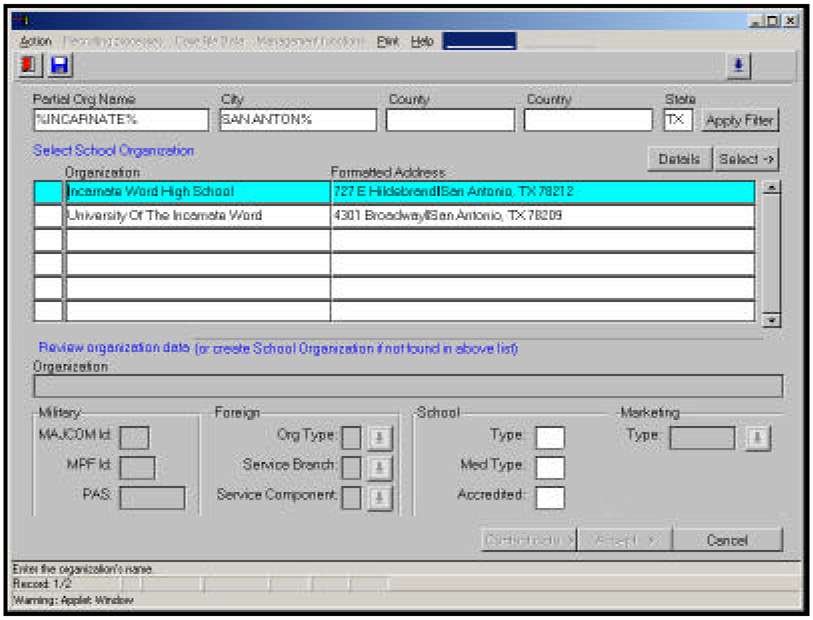


Figure 10-11, Select Organization Screen

1. Partial Org Name: The cursor will be in the Partial Org Name field. Enter the name of the school/college. You can use the wildcard **%** to search for like names; e.g., %International%. Data is not required to perform the query. Press the <**Tab**> key to move the cursor to the next field.

2. City: *(Optional)* Enter the city where the school/college is located. Again, use the wildcard; e.g., San Antonio, San Anton%, %Antonio%. Press the <**Tab**> key to move the cursor to the next field.

3. County: *(Optional)* Enter the county where the school/college is located. Use wildcards. Press the <**Tab**> key to move the cursor to the next field.

4. Country: *(Optional)* Enter the country where the school/college is located. Use wildcards. Press the <**Tab**> key to move the cursor to the next field.

5. State: *(Optional)* Enter the two-letter state abbreviation where the school/college is located; e.g., TX.

6. "Apply Filter" button: Click this button to execute a query based on the information you provided. You can use any combination of information to perform the query. The more information entered, the better the chance of the school/college being found in the database and the less time it will take for AFRISS to perform the query.

7. You may now do one of two things: Click (highlight) one of the organizations retrieved by the query, and then click the "Select" button or request the Help Desk create a new school/college.

8. Once you enter or make your selection, click the "Select" button to return to the *Education History Screen*.

9. Repeat Steps 8-16 to add additional schools for the particular degree.

10. Yrs Att: Enter the number of years the applicant attended the particular college/university; e.g., 4.

11. Formatted Address: Automatically displays after school/college is selected.

School Attendance Information Block

12. Graduated: Click the LOV to the left of the Graduated field to select your response; e.g., Y (Yes) or N (No).

13. Start Date: Enter the date in the DD MMM YYYY format; otherwise, click the LOV to the left of the Start Date field to select your response; e.g., 05 Aug 1998.

14. End Date: Enter the date in the DD MMM YYYY format; otherwise, click the LOV to the left of the End Date field to select your response; e.g., 30 May 2002. **NOTE:** If the applicant is still attending the school/college, leave the field blank.

15. References: Optional. Click the LOV to navigate to the *Organization Reference Screen*. **NOTE:** The educational reference for the applicant is required before the security clearance is submitted.

16. Major: If you want to change the major for the particular college/university, click the LOV to the left of the Major field to select your response; otherwise, skip this field.

17. Minor: Optional. If you want to change the minor for the particular college/university, click the LOV to the left of the Minor field to select your response; otherwise, skip this field.

Credit Summary (OA Programs Only) Block

18. Area: Click the drop-down menu button to select the area of study; e.g., All. **NOTE:** To enter additional qualifying areas; e.g., Math, click your cursor below the last entry, and then click the "Add Row" (green plus sign on the main toolbar) button. Once again, click the drop-down menu button in the Area field to make another selection, follow Step 19 (ensure you only enter the number of hours pertaining to that area) and Step 20, and then click the "Save" button.

19. <u>Hours</u>: Enter the number of semester hours; e.g., 120. Ensure you enter the Hours for each area you select, and then click the "Save" button. **NOTE:** Quarter hours must be converted to semester hours (you are limited to seven characters). If Pass/Fail courses, and therefore are no hours or quality transcript points, then enter "0". This will not affect the cumulative Grade Point Average (GPA).

20. <u>Quality Points</u>: Enter the number of quality points; e.g., 400. Ensure you enter the Quality Points for each area you select, and then click the "Save" button. **NOTE:** The number must be between 0 and 999.999; however, you are limited to seven characters.

IMPORTANT: ONCE YOU COMPLETE THE INFORMATION, CLICK THE "SAVE" BUTTON.

21. <u>GPA</u>: Automatically populates.

22. <u>Cumulative GPA (Undergraduate, Graduate, or Post Graduate)</u>: These fields do not populate until all information entered in the Credit Summary (OA Program Only) Block is complete. **NOTE:** This field may or may not update after all information on the record is complete. If it does not calculate, you must re-query. Once the GPA is calculated, the AF Forms 56 and 1020 will populate.

23. Click the "Save" button, and then click the "Exit" button to return to the *PIR Education Questions* (Questions 2&3).

24. Following Question #3, a pop-up window displays "At Last Question."

25. Click the "OK" button.

26. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

10.7 OA PIR Prior Service Question

Purpose: Allows you to identify any previous active duty, guard or reserve service.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *PIR Prior Service Questions*.

NOTE: This interview contains one question.

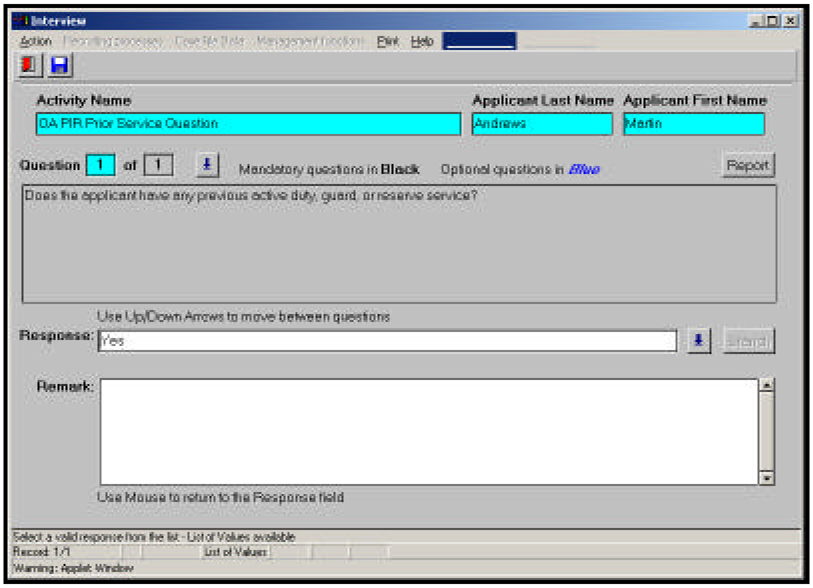


Figure 10-12, PIR Prior Service Questions

2. Enter <**Y**> (Yes) or <**N**> (No); otherwise, click the LOV to select a response. If <**Y**> "Yes," you must enter comments in the Remark field.

3. Enter the paramilitary organization(s) participated in (if applicable).

4. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

10.8 MEPCOM 714a

Purpose: Answer questions pertaining to medical insurer and medical provider information.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *MEPCOM 714a Interview*, which consists of two questions.

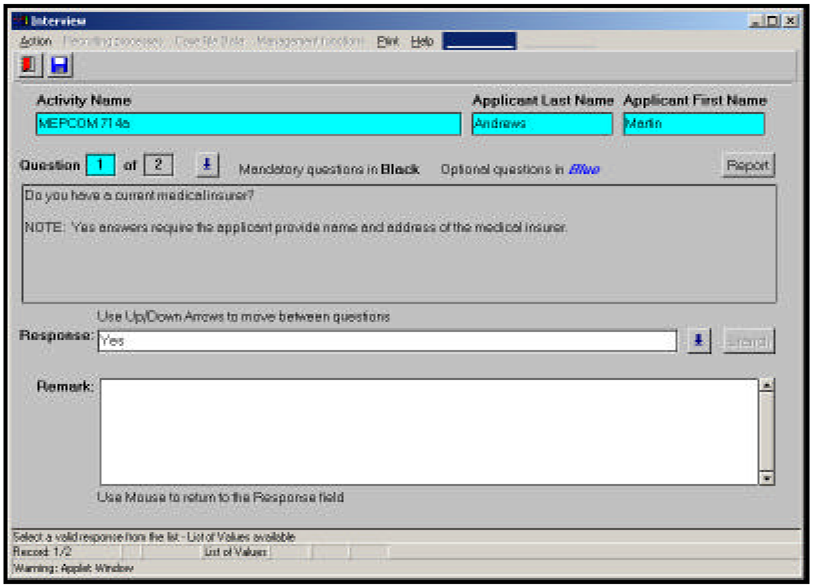


Figure 10-13, MEPCOM 714a Interview

2. Each question requires you enter a <**Y**> (Yes) or <**N**> (No) response; otherwise, click the LOV to select your response. If <**Y**> (Yes), press the <**Tab**> key to display the *SUB Medical Insurer Interview*.

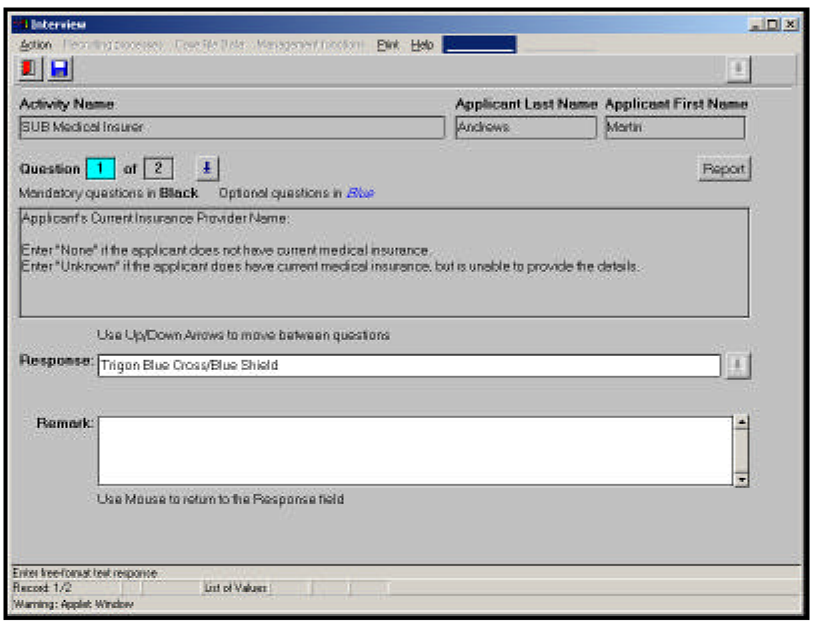


Figure 10-14, SUB Medical Insurer

NOTE: This interview contains two questions.

3. Enter name and addresses in the <u>Response</u> field.

4. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

10.9 Medical Prescreening Interview (Parts 1–3)

Purpose: Answer all medical prescreening questions.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display *Medical Prescreening Part 1*. After completing Part 1, do the same for Parts 2 and 3.

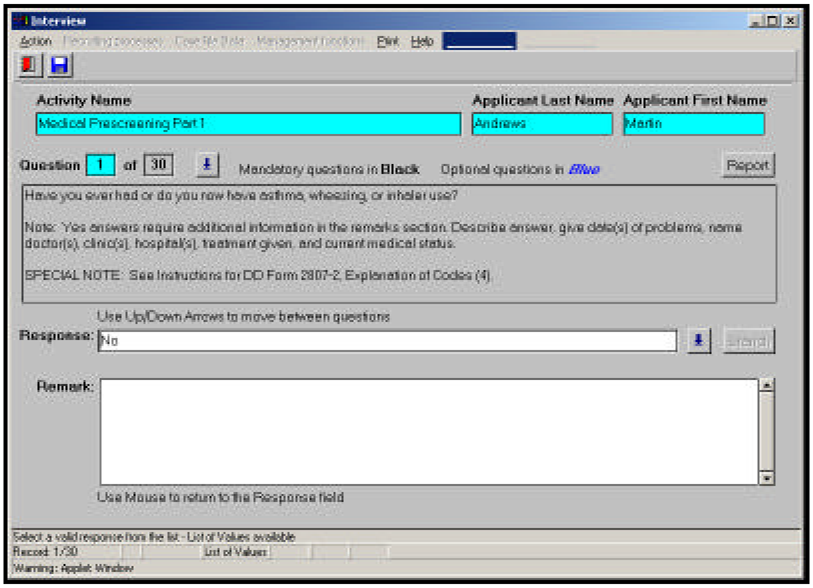


Figure 10-15, Medical Prescreening Part 1

2. Parts 1 and 2 each consist of 30 questions.

Enter <**Y**> (Yes) or <**N**> (No); otherwise, click the LOV to select your response. Any <**Y**>(Yes) response requires additional information in the <u>Remark</u> field. Describe answer; give date(s) of problems; name of doctor(s), clinic(s), hospital(s); treatment given; and current medical status. After completing each part, click the “Save” button and then the “Exit” button to navigate to the next Part.

3. Part 3 consists of 33 questions.

Enter <**Y**> (Yes) or <**N**> (No); otherwise, click the LOV to select your response. Any <**Y**>(Yes) response requires additional information in the <u>Remark</u> field. Describe answer; give date(s) of problems; name of doctor(s), clinic(s), hospital(s); treatment given; and current medical status. Click the “Save” button, and then click the “Exit” button to select another workflow.

10.10 PIR Law Violation Questions

Purpose: Allows you to document information concerning civil court involvement and law violations.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *PIR Law Violation Interview*.

NOTE: This interview contains two questions. Any <**Y**> (Yes) responses to law violations or civil court involvement require additional information.

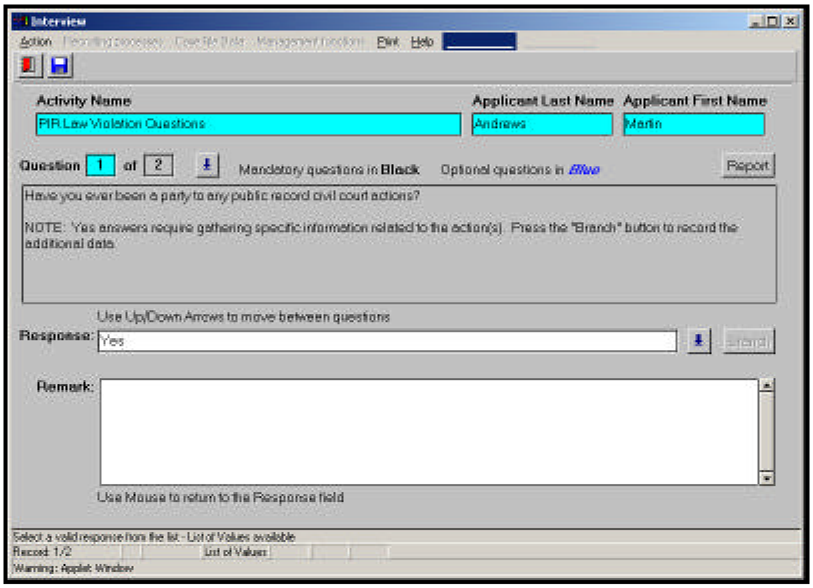


Figure 10-16, PIR Law Violation Interview

2. Enter <**Y**> (Yes) or <**N**> (No); otherwise, click the LOV to select a response. A civil court action would be where both the plaintiff and defendant is an individual or corporation. Additionally, there is no government; city, state, federal, etc., involvement in the case and the outcome in the case is not punitive in nature. If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), pressing the **<Tab>** key will display the *Financial and Civil Courts Action Screen*.

IMPORTANT: PRESSING THE <TAB> KEY AFTER EACH RESPONSE WILL NAVIGATE THE USER TO THE NEXT QUESTION OR WILL BRANCH THE INTERVIEW TO A SUB INTERVIEW.

10.10.1 Financial and Civil Courts Action Screen

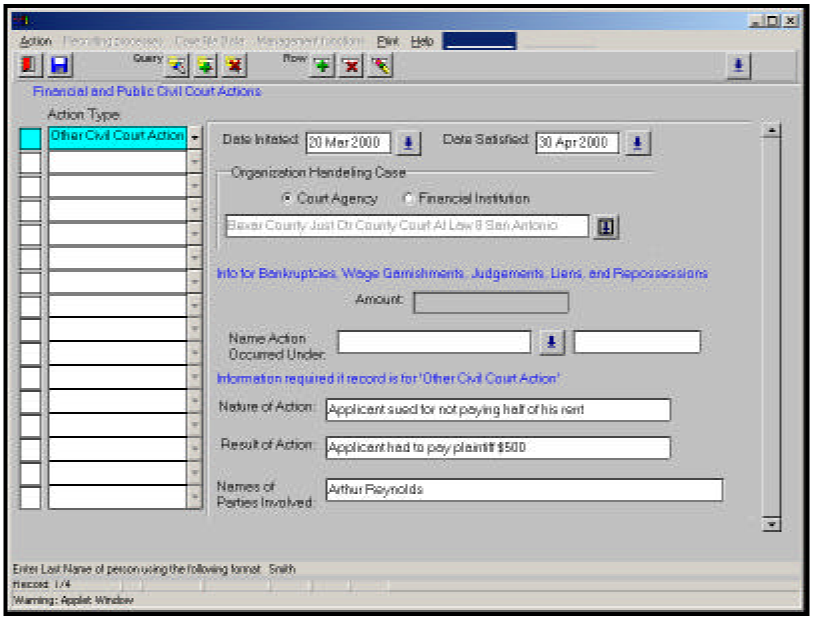


Figure 10-17, Financial and Civil Courts Action Screen

Parts of the Screen and Steps to Follow:

Financial and Public Civil Court Action Block

1. <u>Action Type</u>: Click the drop-down menu button to select the action type. The only choice you should make is "Other Civil Court Actions." The others are addressed when you collect the financial data on the applicant, if needed.

2. <u>Date Initiated</u>: Enter the date the action was initiated in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

3. <u>Date Satisfied</u>: Enter the date the action was satisfied in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar). If the action is still open, leave blank.

4. <u>Organization Handling Case</u>: Click the appropriate radio button to select the organization type; e.g., Court Agency or Financial Institution. Then click the "Select Organization" button. (See Selecting an Organization.)

Info for Bankruptcies, Wage Garnishments, Judgments, Liens, and Repossessions Block

NOTE: This information is not required for "Other Civil Court Actions."

5. <u>Amount</u>: Enter the amount (without commas or dollar sign); e.g., 4000.

6. <u>Name Action Occurred Under</u>: Click the LOV to select your response, and then click the “OK” button.

Information Required if Record is for ‘Other Civil Court Action’ Block

7. <u>Nature of Action</u>: Enter the nature of the action; e.g., applicant sued for not paying his half of the rent.

8. <u>Results of Action</u>: Enter the outcome of the action; e.g., applicant had to pay the plaintiff $500.

9. <u>Names of Parties Involved</u>: Enter the names of the people and/or companies involved in the action. Once you enter the information, click the “Save” button and then click the “Exit” button to return to the *PIR Law Violations Interview*.

10. Question #2: Enter <**Y**> (Yes) or <**N**> (No) and press the <**Tab**> key, otherwise, click the LOV to select a response. If <**N**> (No), click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*. If <**Y**> (Yes), pressing the **<Tab>** key will display the *Law Violations Screen*.

10.10.2 Law Violations Screen

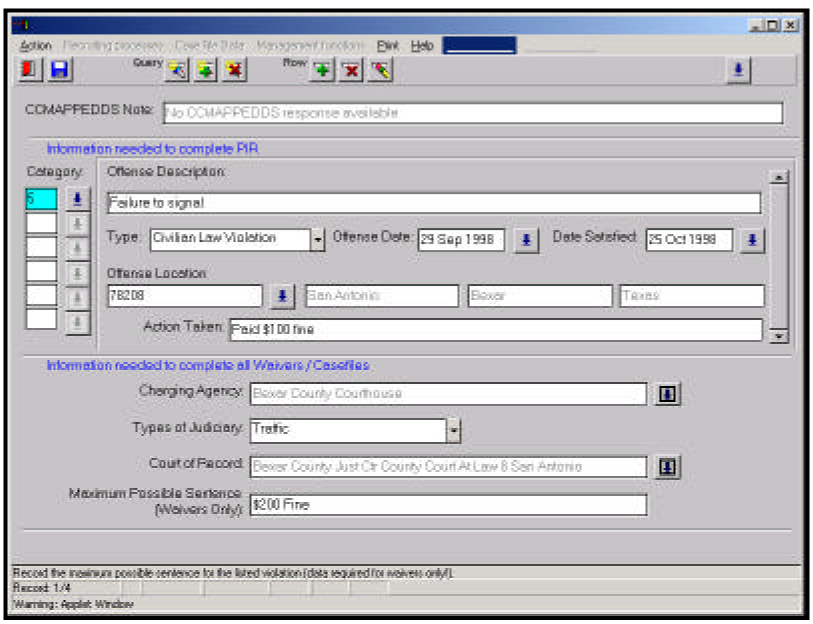


Figure 10-18, Law Violations Screen

Parts of the Screen and Steps to Follow:

1. CCMAPPEDDS Note: *View Only*. Displays the comments made when the Pre-qualification Interview was completed to remind you of any law violations the applicant indicated when the Pre-qualification Interview was accomplished.

Information Needed to Complete PIR Block

Since this is the only information required to complete the PIR, only this part of the screen is discussed in the PIR Workflow.

2. Category: Click the LOV to select the specific law violation, and then click the "OK" button.

3. Offense Description: Displays the specific information from the selected offense from the LOV. If you choose the "Other" law violation, you must enter the Offense Description for the specific law violation for which the applicant indicated.

4. Type: Click the drop-down menu button to select what type of law violation with which the applicant was charged; e.g., Civilian Law Violation, Non Judicial Punishment and Court Martial. The default is "Civilian Law Violation."

5. Offense Date: Enter the date the applicant was charged with the offense in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

6. Date Satisfied: Enter the date the applicant took care of the charge in the DD MMM YYYY format; e.g., the date the suspension ended. **NOTE:** Leave blank if the violation has not been satisfied and is still open.

7. Offense Location: Enter the city or Zip Code where law violation occurred and then press the <**Tab**> key (takes a few seconds). Then select the specific Zip Code and city from the LOV.

8. Action Taken: Enter what had or has to be done to satisfy the law violation; e.g., Dismissed, Dropped, Paid $100 Fine and 1000 hours of Community Service.

Information Needed to Complete All Waivers/Casefiles Block

9. Charging Agency: *(Mandatory)* Click the "Select Organization" button to navigate to the *Select Organization Screen*.

10. Types of Judiciary: *(Optional)* Click the drop-down menu button to make your selection; e.g., Traffic.

11. Court of Record: *(Mandatory)* Click the "Select Organization" button to navigate to the *Select Organization Screen*. **NOTE:** This must be filled out for every violation.

12. Maximum Possible Sentence (Waivers Only): Enter the maximum possible sentence; e.g., Six Months Imprisonment and $500 Fine.

13. Once this information is entered, click the "Save" button and then click the "Exit" button to return to the *PIR Law Violation Interview*. A pop-up message displays "At Last Question." Click the "OK" button. Then, click the "Save" button and then click the "Exit" button to return to the *Workflow Select Screen*.

10.11 PIR Drug Question

Purpose: Allows you to collect information on the applicant's illegal drug use.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *PIR Drug Question.*

NOTE: This interview contains one question.

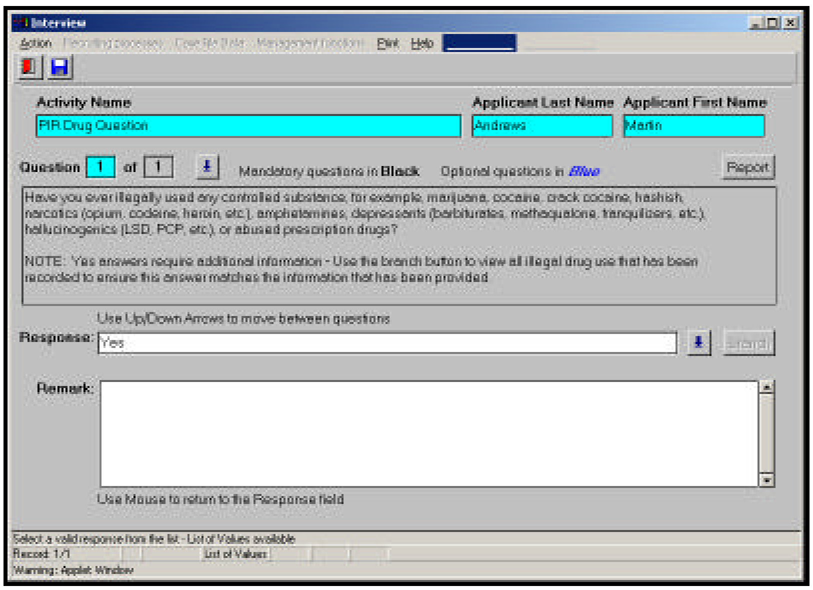


Figure 10-19, PIR Drug Interview

2. Enter <**Y**> (Yes) or <**N**> (No) and press the <**Tab**> key, otherwise, click the LOV to select a response. If <**N**> (No), click the "Save" button and the click the "Exit" button to return to the *Workflow Select Screen*. If <**Y**> (Yes), pressing the **<Tab>** key will display the *Drug Use Screen* to indicate the applicant's involvement with illegal drugs.

IMPORTANT: PRESSING THE <TAB> KEY AFTER EACH RESPONSE WILL NAVIGATE THE USER TO THE NEXT QUESTION OR WILL BRANCH THE INTERVIEW TO A SUB INTERVIEW.

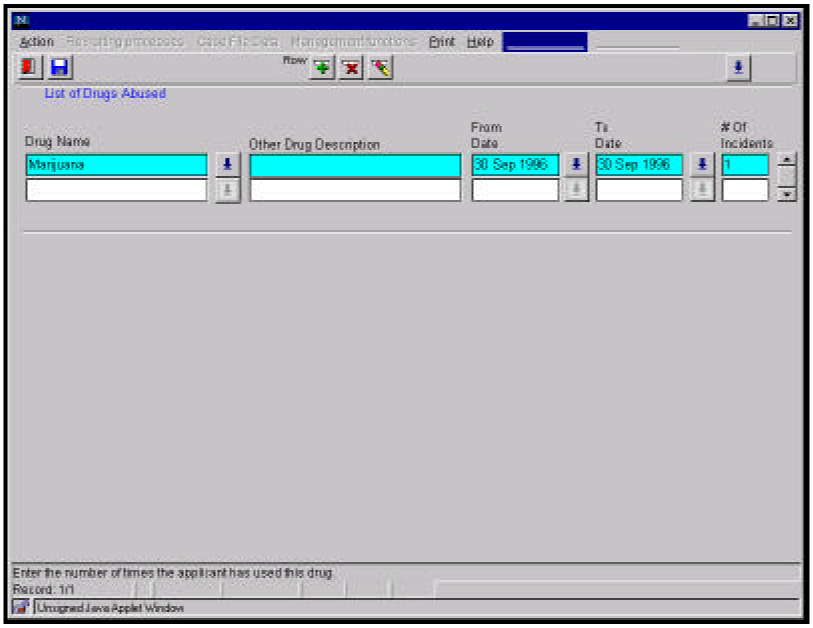


Figure 10-20, Drug Use Screen

Parts of the Screen and Steps to Follow:

List of Drugs Abused Block

3. Drug Name: Enter the name of the drug and press the <**Tab**> key; otherwise, click the LOV to select the drug name.

4. Other Drug Description: If you enter "Other" in the Drug Name field, you must describe the drug specifically.

5. From Date: Enter the first time the applicant used the selected drug in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

6. To Date: Enter the last time the applicant used the drug in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

7. # of Incidents: Enter the number of times the applicant used the selected drug.

8. Once the information is entered, click the "Save" button and then click the "Exit" button. When a pop-up message displays "At Last Question," click the "OK" button.

9. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

10.12 Verify and Suspense Documents

Purpose: Allows you to record the types of documents used to validate the applicant's SSAN, Name, Citizenship, Place of Birth and Education.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Verify and Suspense Documents Screen*.

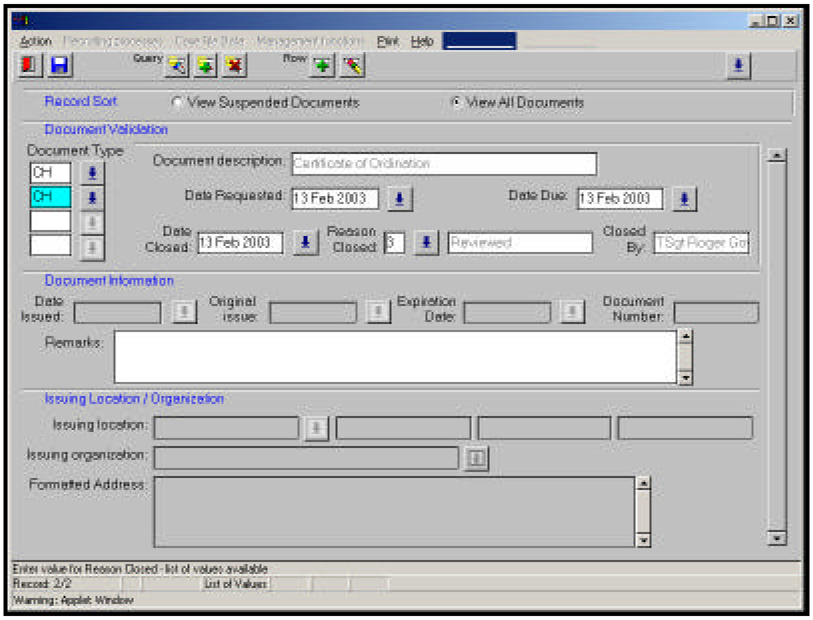


Figure 10-21, Verify and Suspense Documents Screen

Parts of the Screen and Steps to Follow:

Record Sort Block

This block contains two radio buttons you can select to filter what documents are displayed: "View Suspended Documents" or "View All Documents."

2. View Suspended Documents: Click this radio button to display open documents.

3. View All Documents: Click this radio button to display all documents.

Document Validation Block

4. Document Type: Click the LOV to select a document type; e.g., Ordination Certificate. The document type code is inserted into the "Document Type" field and the document name (type) is inserted into the document description field.

5. Date Requested: Displays the date the verification or suspension was entered into AFRISS.

6. Date Due: Enter the date the document is suspended in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

7. Date Closed: Enter the date the document was verified in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

8. Reason Closed: Enter the reason closed; e.g., 2 (Requirement Canceled) or 3 (Reviewed). Otherwise, click the LOV to select the reason.

9. Closed By: Displays the name of the user who closed the document suspense.

Document Information Block

The fields in this block are white if the information is required for the selected document.

10. Date Issued: Enter the date the document was issued to the applicant in the DD MMM YYYY format; e.g., 20 May 2000.

11. Original Issue: Enter the date of original issue in the DD MMM YYYY format; e.g., 12 Jun 1997.

12. Expiration Date: Enter the date the document expires in the DD MMM YYYY format; e.g., 20 Sep 2004.

13. Document Number: Enter the document number on the document; e.g., TDL9908765.

14. Remarks: Enter any remarks.

Issuing Location/Organization Block

The fields in this block are white if the information is required for the selected document.

15. Issuing Location: Enter the Zip Code or city of the location the document was issued to the applicant.

16. Issuing Organization: Click the button to the right of the field to navigate to the *Select Organization Screen*; e.g., a high school where the applicant received a high school diploma.

17. Formatted Address: Displays the address of the issuing organization.

18. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen.*

IMPORTANT: DO NOT ANSWER THE MCAT, GRE, GMAT, NDEI & II, DAT OR OAT SCORES INTERVIEWS! THEY APPEAR IN YOUR WORKFLOW, BUT THEY ARE NOT REQUIRED!

10.13 OA Briefings/Films/Handouts

Purpose: Allows you to validate the applicant was briefed on the Privacy Act, Sexual Harassment Policy and the Voter Registration Act. Additionally it allows you to validate the applicant viewed the OTS/Commissioned Officer Training films.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *OA Briefings/Films/Handouts Interview*.

NOTE: This interview contains four questions.

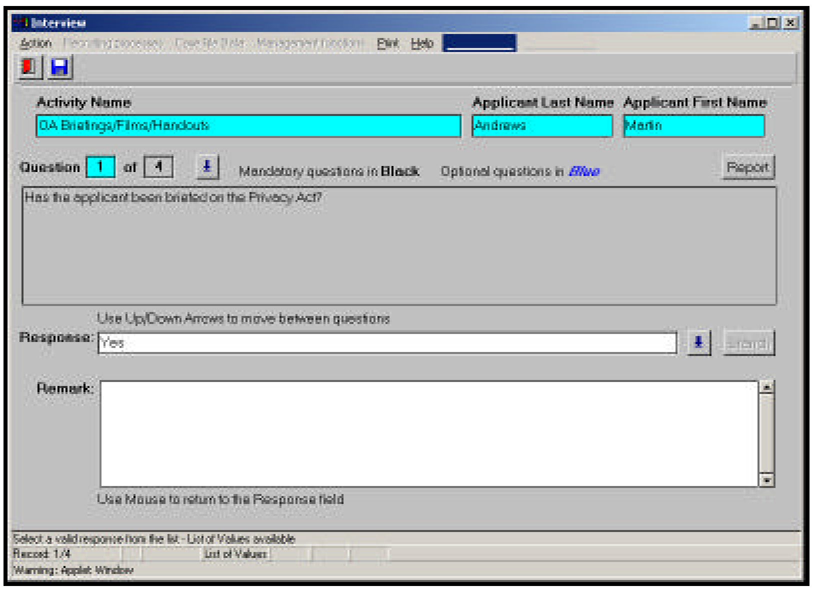


Figure 10-22, OA Briefings/Films/Handouts Interview

2. Questions #1, #2, and #4: Click the LOV to select your response; e.g., Yes or No.

3. Question #3: Enter <**Y**> (Yes) or <**N**> (No), otherwise, click the LOV to select a response. If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), pressing the <**Tab**> key will display the *SUB Motor Voter Interview*

10.13.1 SUB Motor Voter Interview

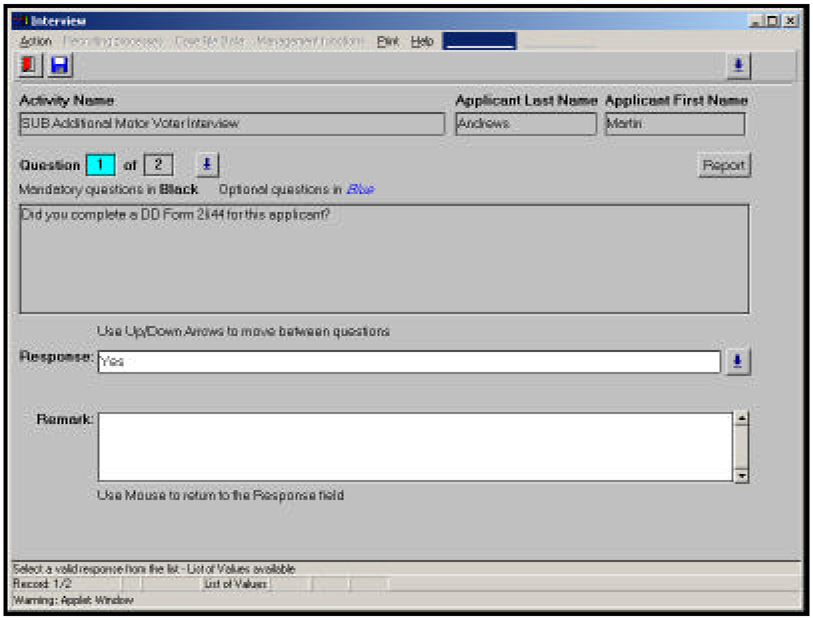


Figure 10-23, SUB Additional Motor Voter Interview

1. Enter <**Y**> (Yes) or <**N**> (No), or click the LOV to select your responses; e.g., Yes or No.

2. Click the "Save" button, and then click the "Exit" button to return to the *OA Briefings/Films/Handouts Interview* (Question #4). Once you provide the response to Question #4, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

10.14 Designate MEPS (Military Entrance Processing Station)

Purpose: Allows you to verify the primary MEPS.

The primary MEPS is the location where all test and physical actions will take place for this applicant. Failure to correctly assign the MEPS will inhibit your ability to request any MEPS actions for this applicant.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Designate MEPS Screen*.

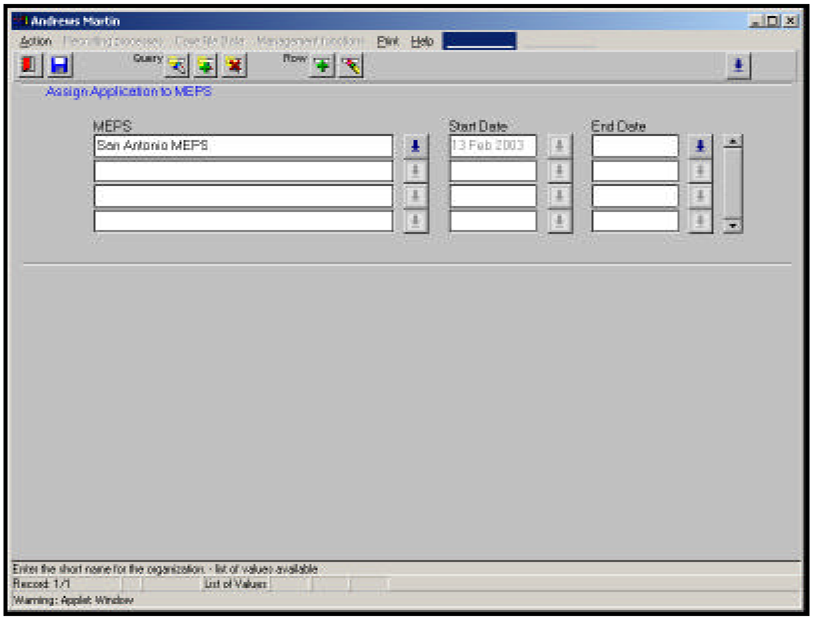


Figure 10-24, Designate MEPS

2. <u>MEPS</u>: The screen normally populates with the recruiter's primary billet. Click the LOV if you need to enter the MEPS where the applicant will be processing. Once the MEPS is selected, the field is populated.

3. <u>Start Date</u>: The start date is automatically populated with the current date the change of MEPS was entered.

4. <u>End Date</u>: The end date is entered if the MEPS location changes where the applicant will be processing.

5. Once you click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*, you are notified the workflow is complete. Click the "OK" button to acknowledge the message. You may now select another workflow to perform or navigate out of the *Workflow Select Screen*.

NOTE: Once the OTS PIR Workflow is initiated, the OA recruiter may perform Special Workflows for Waiver processing.

11.0 OA APPLICATION WORKFLOW

Purpose: Allows you to collect more in-depth information for the completion of the application.

11.1 Citizenship

Purpose: Allows you to record the applicant's US citizenship status. Additionally, it allows you record the citizenship status for any other country where he/she holds citizenship.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Citizenship Screen*.

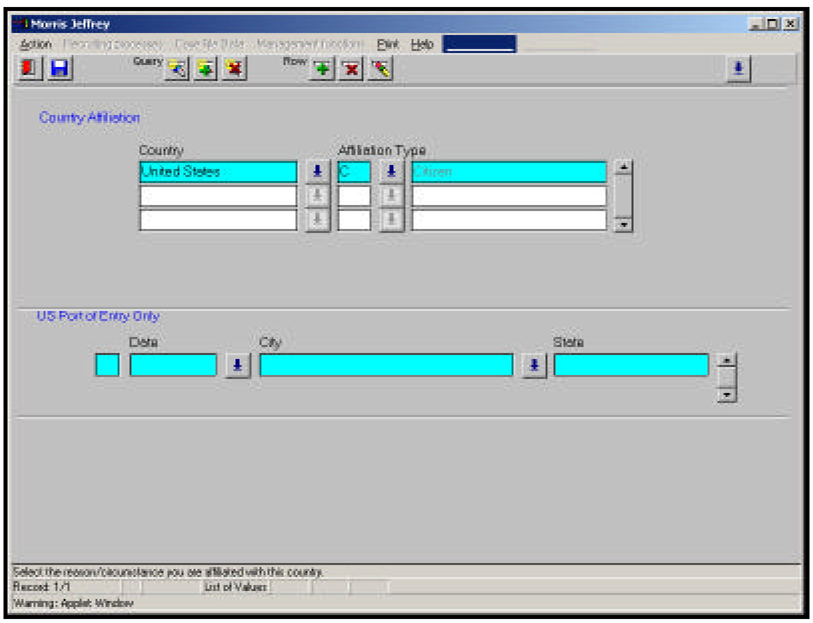


Figure 11-1, Citizenship Screen

Country Affiliation Block

2. Country: Enter the applicant’s country of affiliation. Click the LOV button to select another country, if applicable.

3. Affiliation Type: The cursor will be in this field when you enter this screen. Enter a valid affiliation type code of “C” for Citizen or “A” for Alien. Otherwise, click the LOV to select a valid response.

US Port of Entry Only Block

Enter the port of entry information for an applicant who is an Alien of the US.

4. Date: Enter the date the applicant entered the US in the DD MMM YYYY format. Otherwise, click the LOV to select the date (AFRISS calendar).

5. City: Enter the city where the applicant entered the US; otherwise, click the LOV to select the city. Once the information is collected, you may click the "Save" button, and then click the "Exit" button.

6. State: Automatically generates.

7. Click the "Save," and then the "Exit" button to return to the *Workflow Select Screen*.

11.2 Medical Prescreening Interview (Parts 1–3)

Purpose: Review the previous answers to all medical prescreening questions.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display *Medical Prescreening Part 1*. After completing Part 1, do the same for Parts 2 and 3.

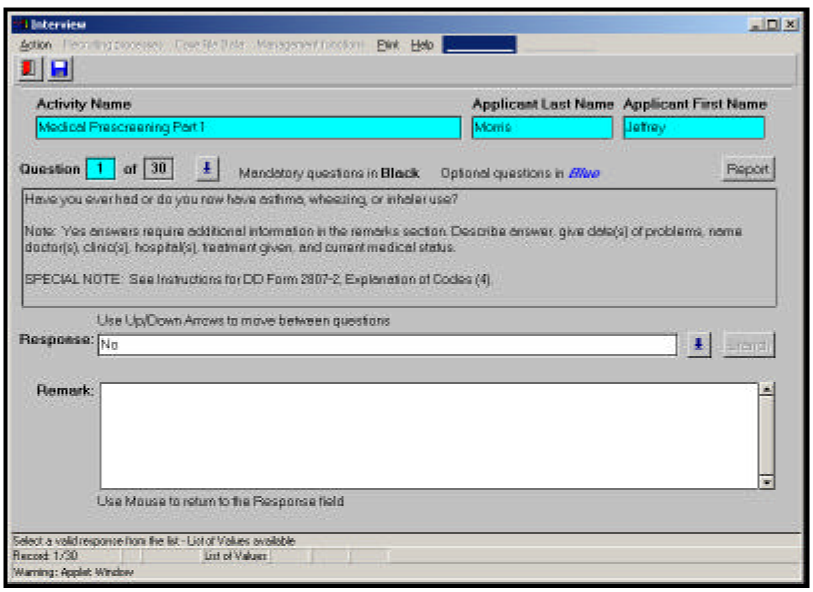


Figure 11-2, Medical Prescreening Part 1

2. Medical Prescreening Parts 1 and 2 each consist of 30 questions.

Enter <**Y**> (Yes) or <**N**> (No); otherwise, click the LOV to select your response. Any <**Y**>(Yes) response requires additional information in the Remark field. Describe answer; give date(s) of problems; name of doctor(s), clinic(s), hospital(s); treatment given; and current medical status. Click the “Save” button and then click the “Exit” button to navigate to the next part.

3. Medical Prescreening Part 3 consists of 33 questions.

Enter <**Y**> (Yes) or <**N**> (No); otherwise, click the LOV to select your response. Any <**Y**>(Yes) response requires additional information in the Remark field. Describe answer; give date(s) of problems; name of doctor(s), clinic(s), hospital(s); treatment given; and current medical status. Click the “Save” button, and then click the “Exit” button to navigate to the next interview, *“Name Use History”*.

11.3 Name Use History

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Name Use History Screen* (see section 10-1).

2. Record/verify the entrance name and any aliases (maiden name included, if applicable) the applicant may have used. This information was provided during the previous PIR Workflow.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen* and the next interview.

11.4 Personal Descriptive Info

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Personal Descriptive Info Screen* (see section 10-3).

2. Validate the applicant's Gender, DOB, Ethnic Group, Race, Religion, Eye and Hair Color. **NOTE:** Enter the Selective Service Registration Number if you have not done so.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen* and the next interview.

11.5 Address History & Contact Information

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Address History & Contact Information Screen* (see section 10-2).

2. Review the applicant's residence history, if necessary.

NOTE: This is the time to enter references for all residential addresses for the last seven years. References are required for all addresses and educational institutions. Click the “Reference” button to navigate to the *Reference Screen*. Click the “Contact Details” button to enter the address of the reference.

3. Once all references have been entered, click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen* and the next interview.

11.6 Education History

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Education History Screen* (see section 10-6).

2. Review the applicant’s education history. Document the information for a person who knew the applicant at the school (instructor or student) for schools attended in the past three years. Do not list people for education completed outside this three-year period.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen* and the next interview.

11.7 Employment History (Civilian & Military—separate workflows)

NOTE: Civilian and Military Employment History are separate workflows in the OA program; however, all data may be documented in one workflow and doesn’t have to be reentered.

List the applicant's civilian employment activities beginning with present and working back seven years. List all full-time work, part-time work or unemployment. The entire seven-year period must be accounted for without breaks, but you need not list employment before the applicant’s 16th birthday. EXCEPTION: Show all federal civilian service whether it occurred within the last seven years or not. List the business name of the applicant’s employment or the name of a person who can verify his/her self-employment or unemployment.

Purpose: Allows you to document an applicant’s employment and unemployment history for completion of the application.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Employment History Screen*.

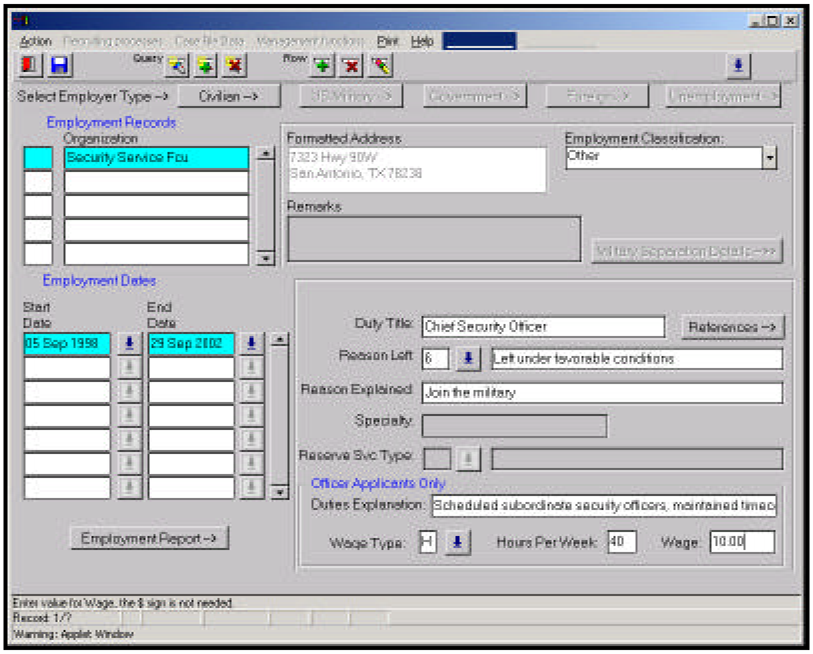


Figure 11-3, Employment History Screen

2. The first step in adding an employment history record is to select the employer type. Click one of the buttons displayed in figure 11-4 appropriate for the employer being entered.

Figure 11-4, Employer Types

11.7.1 Civilian Employment

1. Click the "Civilian" button to display the *Select Organization Screen*.

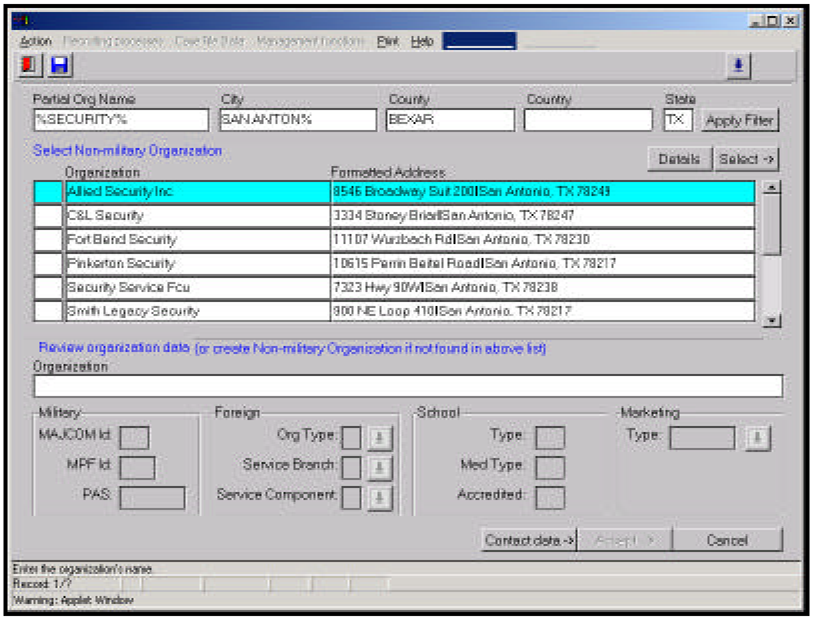


Figure 11-5, Select Organization Screen

2. Partial Org Name: The cursor will be in the Partial Org Name field. Enter the name of the employer. You can use the wildcard **%** to search for like names; e.g., %Security%. Data is not required to perform the query. Press the <**Tab**> key to move the cursor to the next field. Otherwise, click the "Apply Filter" button.

3. City: *(Optional)* Enter the city where the employer is located. Again, use the wildcard; e.g., San Antonio, San Anton%, %Antonio%. Press the <**Tab**> key to move the cursor to the next field.

4. County: *(Optional)* Enter the county where the employer is located. Use wildcards! Press the <**Tab**> key to move the cursor to the next field.

5. Country: *(Optional)* Enter the country where the employer is located. Use wildcards! Press the <**Tab**> key to move the cursor to the next field.

6. State: *(Optional)* Enter the state where the employer is located; e.g., TX. Press the <**Tab**> key to move the cursor to the "Apply Filter" button.

7. "Apply Filter" button: Click this button to execute a query based on the information you provided. You can use any combination of information to perform the query. The more information entered, the better the chance of the employer being found in the database and the less time it will take for AFRISS to perform the query.

8. You may now do one of two things: Select one of the organizations the query retrieved or create a new employer organization.

Select Non-Military Organization Block

9. Organization: Displays the organization name(s) from the query if found.

10. Formatted Address: Displays the organization's street address, city, state and Zip Code.

11. "Details" button: Click this button to view, and if applicable, update the organization info.

12. "Select" button: Click this button to select the highlighted organization and return to the previous screen.

11.7.1.1 Selecting an Existing Civilian Employer

1. Highlight the desired organization and click the "Select" or the "Details" button. If you select the "Details" button continue with Step 28. If you click the "Select" button, you return to the *Employment History Screen* to continue documentation.

Employment Records Block

2. Organization: Automatically generates.

3. Formatted Address: Automatically generates.

4. Employment Classification: Click the LOV to select the employment classification; e.g., Other.

5. Remarks field. Enter appropriate remarks in this field.

Employment Dates Block

6. Start Date: Enter the date in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

7. End Date: Enter the date the applicant's employment ended in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar). If the applicant is currently employed, leave it blank.

8. Duty Title: Enter the applicant's duty title; e.g., Chief Security Officer.

9. Reason Left: Click the LOV to select the reason the applicant left this position; e.g., Left Under Favorable Conditions. Numerical code is entered into the "Reason Left" field and the explanation is entered in the next field.

10. Reason explained. Explain the reason for leaving last employment.

11. <u>Specialty</u>. Displays the applicant's specialty field.

12. <u>Reserve Svc Type</u>: Click the LOV to select the valid type.

Officer Applicants Only Block

13. <u>Duties Explanation</u>: Enter a description of the applicant's duties; e.g., Schedule Subordinate Officers.

14. <u>Part Time</u>: Was the job listed a part time job? Click the LOV to select your response; e.g., Yes or No.

15. <u>Hours Per Week</u>: Enter the number of hours the applicant worked (weekly).

16. <u>Wage</u>: Enter the applicant's monthly wage; e.g., 10.00, 1500.00. Do not include the dollar ($) sign.

17. Once you have completed all information, click the "References" button to display the *Reference Screen*.

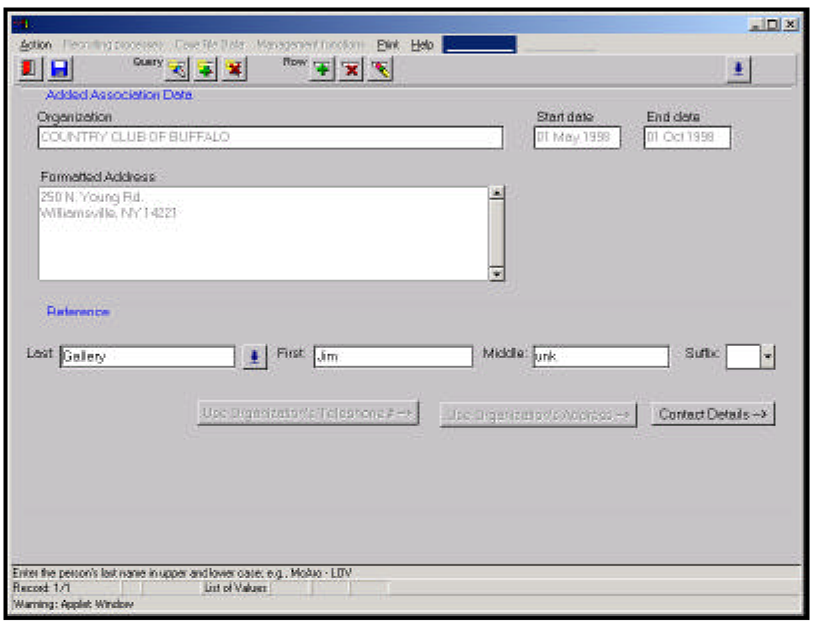


Figure 11-6, Reference Screen

Added Association Data Block *(View Only)*

18. <u>Organization</u>: Displays the selected employer.

19. <u>Start Date</u>: Displays the date the applicant's employment started.

20. <u>End Date</u>: Displays the date the applicant's employment ended, if applicable.

21. Formatted Address: Displays the address of the selected employer.

Reference Block

22. Last: Enter the supervisor's last name; e.g., Gallery. If the last name is unknown, enter UNK.

23. First: Enter the supervisor's first name; e.g., Jim. If the first name is unknown, enter UNK.

24. Middle: Enter the supervisor's middle name; e.g., Stephen. If the middle name is unknown, enter UNK. If the supervisor has no middle name, enter NMN.

25. Suffix: Click the drop-down menu button to select the applicable suffix; e.g., Jr.

26. "Use Organization's Telephone #" button: If the supervisor can be contacted at the employer organization, click this button to automatically update this information.

27. "Use Organization's Address" button: If the supervisor can be contacted at the employer organization, click this button to automatically update this information.

28. "Contact Details" button: If the supervisor cannot be contacted at the same address and phone number as the employer organization, click this button to document the address and phone number of the reference which calls the *Contact Details Screen*.

29. Click the "Save" button, and then click the "Exit" button to return to the *Employment History Screen*.

30. From the *Select Organization Screen*, if you click the "Details" button, your selected organization appears in the Organization field and the address can be viewed by clicking the "Contact Data" button.

31. You then have a choice of three buttons:

- "Contact Data" button: Click this button to navigate to the *Contact Data Screen* (see figure 11-7) to enter the address and phone number of the organization being created. This button also navigates you to the *Contact Data Screen* to view, and if applicable, update, the contact information for the organization highlighted when the "Details" button was clicked.

- "Accept" button: Click this button to accept the organization displayed in the Organization field.

- "Cancel" button: Click this button to cancel any action on this screen and return to the *Employment History Screen*.

11.7.1.2 Creating a Civilian Employer

NOTE: You must be in the *Select Organization Screen* (see figure 11-5).

1. Partial Org Name: Enter the name of the employer and click the "Apply Filter" button. If the applicant's employer is not included in the list on the *Select Organization Screen*, you must enter the organization.

2. Enter the employer's name in the Organization field.

3. Once the name is entered, click "Contact Data" button to navigate to the *Contact Data Screen*.

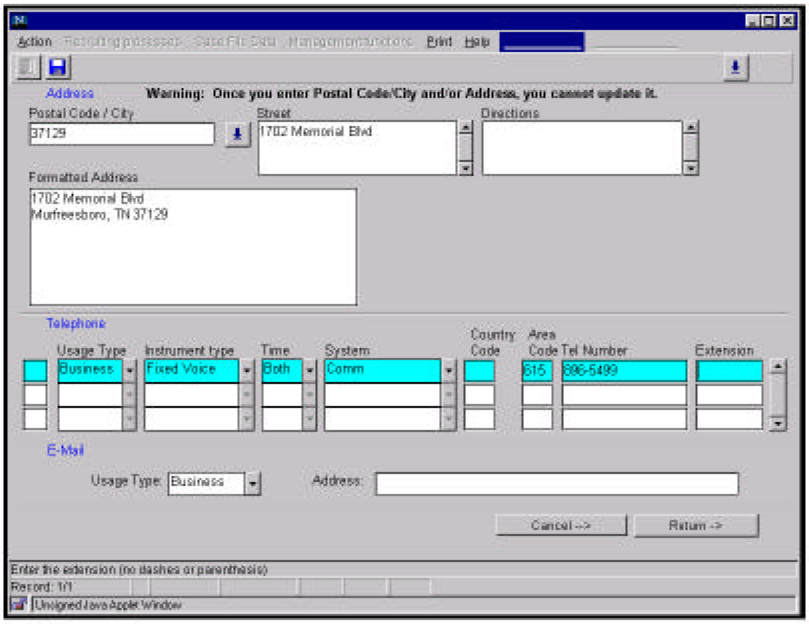


Figure 11-7, Contact Data Screen

IMPORTANT: BEFORE YOU ENTER THE CONTACT FOR THE ORGANIZATION BEING CREATED, ENSURE THE INFORMATION IS CORRECT. www.411.com IS A GOOD WAY TO VERIFY INFORMATION AN APPLICANT WAS UNABLE TO PROVIDE, SUCH AS STREET ADDRESS, TELEPHONE NUMBER, ZIP CODE, ETC.

Address Block

4. Postal Code/City: Enter the Zip Code or city where the employer is located. If the Zip Code has more than one city associated with it, you are prompted to select the applicable city. If the city entered has more than one Zip Code associated with it, you are prompted to select the applicable Zip Code.

5. Street: Enter the street address for the employer. If the information is not known, leave the field blank.

6. Directions: Enter the directions for an address that may be hard to find or is in an unfamiliar area.

7. Formatted Address: Displays the complete address for the organization.

NOTE: If a non-military organization has a formatted address with no street address displayed, you can edit the record to add the street address. Once a street address is loaded it is not updateable. Do not enter incorrect information.

Telephone Block

8. Usage Type: Click the drop-down menu button to select the usage type; e.g., Personal or Business. The default is "Business." Selecting "Business" populates the Work Address and Phone field on other screens with the work telephone number. It also displays the work number on the recruiter's daily planner.

9. Instrument Type: Click the drop-down menu button to select the type of instrument; e.g., Fixed Data. The default is "Fixed Voice."

10. Time: Click the drop-down menu button to select the best time to contact the lead at this telephone number; Night. The default is "Both."

11. System: Click the drop-down menu button to select the system type; e.g., Comm or DSN. The default is "Comm."

12. Country Code: Enter the country code, if applicable; e.g., 001.

13. Area Code: Enter the area code; e.g., 210.

14. Tel Number: Enter the telephone number for the employer; e.g., 529-0009.

15. Extension: Enter the extension for the telephone number, if applicable; e.g., 443.

16. Click the "Save" button, and then click the "Exit" button to return to the initial *Reference Screen*.

17. Once you verify the information, click the "Save" button, and then click the "Exit" button to return to the *Employment History Screen*.

18. If you want to add another employer, click the "Add Row" button (green plus) and repeat the previous steps.

19. If the applicant has held employment with the currently selected employer organization, you can record additional dates by placing the cursor in the next available Start Date field.

20. Repeat the above steps to enter additional employment records. As each employment record is created, click the applicable employer type button.

21. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

11.7.2 US Military Employment

NOTE: If you are in the *Employment History Screen*, you must click the "Add Row" button (if the block is full) to highlight the "Select Employer Type" buttons. Otherwise, click your mouse in a blank row (Organization field).

1. Click the "US Military" button to display an LOV containing a list of military selections. Highlight your selection, and then click the "OK" button. Your selection displays in the Organization field.

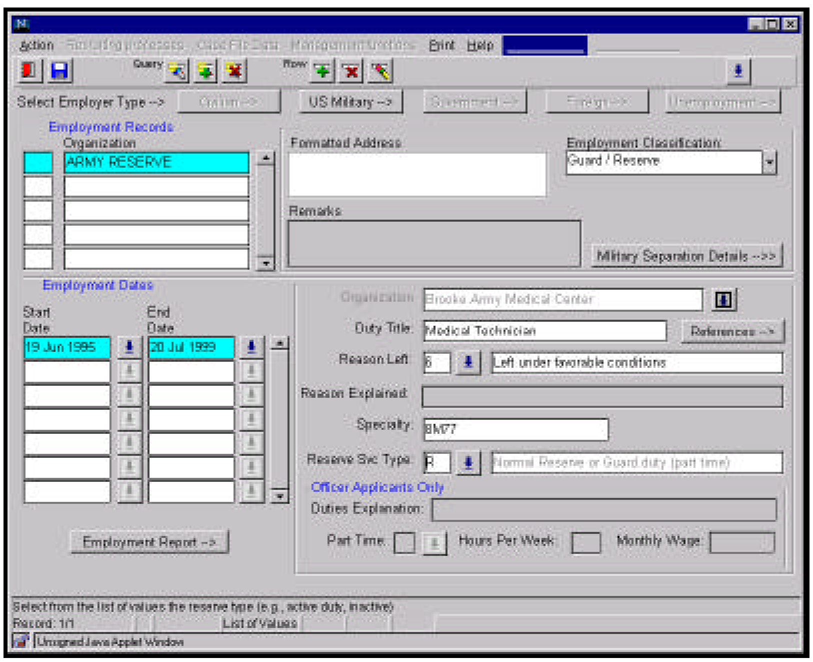


Figure 11-8, Employment History Screen (US Military)

2. Once the military organization type is selected and populates the Organization field, press the <**Tab**> key to navigate to select the employment classification.

3. Click the drop-down menu button to select the employment classification; e.g., Guard/Reserve.

4. Click the "Military Separations Details" button to navigate to the *Military Detail Screen*.

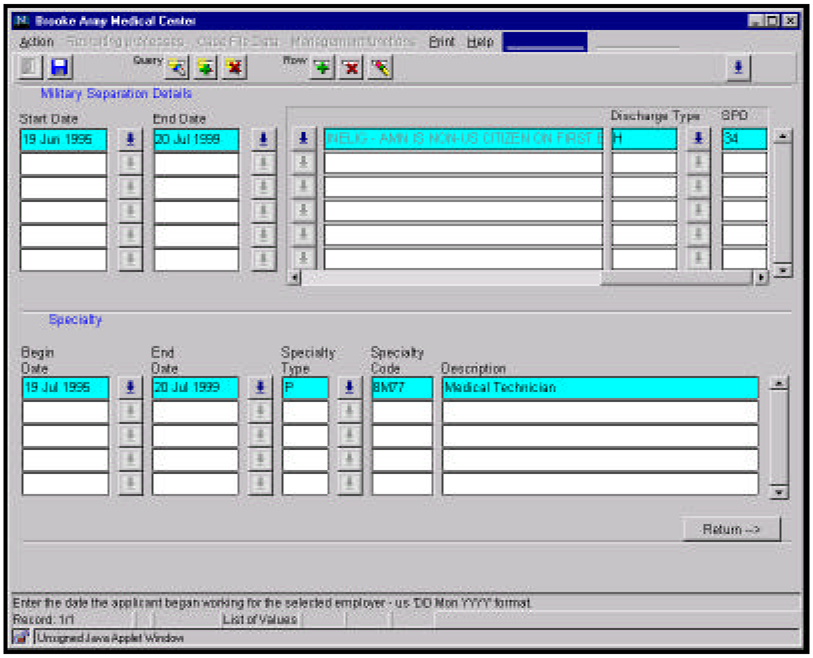


Figure 11-9, Military Detail Screen

Military Separation Details Block

5. Start Date: Enter the date the applicant entered the selected branch of service in the DD MMM YYYY format. Otherwise, click the LOV to select the date (AFRISS calendar). Press the <**Tab**> key to move to the next field.

6. End Date: Enter the date the applicant separated from the select branch of military in the DD MMM YYYY format. Otherwise, click the LOV to select the date (AFRISS calendar). If the applicant is still a member of the selected branch, leave this field blank. Then press the <**Tab**> key to move to the next field.

7. Highest Grade Held this Period: Click the LOV to select the grade. Once the grade field is populated press the <**Tab**> key to navigate to the next field.

8. Date of Rank (DOR): Enter the applicant's DOR for the highest grade held in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar). Then press the <**Tab**> key to navigate to the next field.

9. Interservice Reenlistment Eligibility (IRE) Code: Enter the applicable IRE Code; otherwise, click the LOV to select the code. Once the code populates the field, press the <**Tab**> key to navigate to the next field.

10. Interservice Separation Code (ISC): Enter the applicant's ISC; otherwise, click the LOV to select the code. Once the ISC populates the field, press the <**Tab**> key to navigate to the next field.

11. Reenlistment Code (RE): Enter the applicable Air Force RE; otherwise, click the LOV to select the code. Once you enter the RE code, press the <**Tab**> key to navigate to the next field.

12. Discharge Type: Click the LOV to select the type of discharge; e.g., Honorable. Once you select the Discharge Type, press the <**Tab**> key to move to the Separation Program Designator (SPD) field.

13. SPD: Enter the SPD if known; then press the <**Tab**> key to move to the next field.

Specialty Block

14. Begin Date: Enter the date the applicant was awarded the specialty in the DD MMM YYYY format. Otherwise, click the LOV to select the date (AFRISS calendar). Press the <**Tab**> key to move to the next field.

15. End Date: Enter the date the applicant no longer was active in the current specialty in the DD MMM YYYY format. Otherwise, click the LOV to select the date (AFRISS calendar). Press the <**Tab**> key to move to the next field.

16. Specialty Type: Click the LOV to select the appropriate specialty type; e.g., Primary. Once you enter or select the specialty type, press the <**Tab**> key to move to the next field.

17. Specialty Code: Enter the applicant's Air Force Specialty Code (AFSC), Military Occupational Specialty, or Rate (naval job specialty) depending on what branch the applicant served; e.g., 2S151, 11B10, 43W, 3829. Once you enter the information press the <**Tab**> key to move to the next field.

18. Specialty Description: Enter the specialty title; e.g., Medical. Once this field is populated, click the "Save" button on the toolbar, and then click the "Return" button to return to the *Employment History Screen*.

19. Start Date: Enter the date the applicant started working at the selected organization in the DD MMM YYYY format. Otherwise, click the LOV to select the date (AFRISS calendar). Press the <**Tab**> key to move to the next field.

20. <u>End Date</u>: Enter the date the applicant's employment with the selected employer was terminated in the DD MMM YYYY format. Otherwise, click the LOV to select the date (AFRISS calendar). If the applicant is still employed with the selected employer, leave the field blank. Press the <**Tab**> key to move the cursor to the "Select Organization" button next to the <u>Organization</u> field. Click this button to navigate to the *Select Organization Screen*.

11.7.2.1 Creating a Military Organization

If the applicant's military organization is not included in the list on the *Select Organization Screen*, you must enter the organization.

1. <u>Partial Org Name</u>: Enter the name of the military unit; e.g., 361st and click the "Apply Filter" button.

2. Enter the organization name in the <u>Organization</u> field.

Military Block

3. <u>Major Command (MAJCOM) Id</u>**:** Enter the MAJCOM code for the organization being created.

4. <u>Military Personnel Flight (MPF) Id</u>**:** Enter the MPF code for the organization being created.

5. <u>Personnel Accounting System (PAS)</u>: Enter the PAS code for the organization being created.

6. Click the "Contact Data" button to navigate to the *Contact Data Screen*.

7. Once you enter the information in the *Contact Data Screen*, click the "Return" button to return to the *Select Organization Screen*. Click the "Accept" button to return to the *Employment History Screen*.

8. <u>Duty Title</u>: Enter the applicant's military duty title; e.g., Military Training Leader.

9. <u>Reason Left</u>: Click the LOV to select the reason; e.g., Left Under Favorable Conditions.

10. <u>Specialty</u>: Enter the applicant's specialty for the particular time period in the branch of military; e.g., Training. Once you enter the specialty, press the <**Tab**> key to navigate to the next field.

11. <u>Reserve Svc Type</u>: Click the LOV to select the appropriate response; e.g., Normal Reserve or Guard (part time).

12. Once you have selected the Reserve Svc Type and the field is populated, click the "Reference" button to navigate to the *Reference Screen* (see figure 11-6).

13. Once all information has been entered, click the "Save" button and then click the "Exit" button to return to the *Employment History Screen*.

14. If the applicant has held employment with the currently selected branch, you may record additional dates by placing the cursor in the next available Start Date field. An example of an employment record with multiple employment dates is shown in figure 11-10 below.

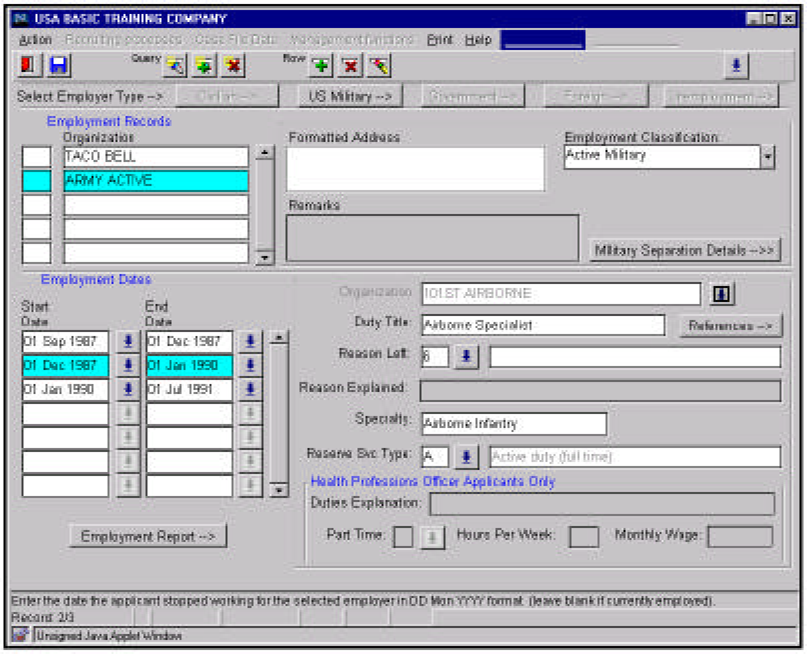


Figure 11-10, Employment History Screen (Multiple Employment Dates)

11.7.3 Government Employment

Examples of Government Employment would be US Forestry Service, US Postal Service, Alabama Department of Transportation, etc.

11.7.3.1 Creating a Government Organization

1. Click the "Government" button to display the *Select Organization Screen*.

2. Partial Org Name: Enter the name of the military unit; e.g., White House, and click the "Apply Filter" button.

3. Enter the agency name in the Organization field, click the "Contact Data "button to navigate to the *Contact Data Screen* (see figure 11-7).

NOTE: Employment Classification has three choices: Other Federal, State Government or Federal Contractor.

IMPORTANT: REFER TO SECTIONS 11.7.1.1 AND 11.7.1.2 FOR COMPLETION INSTRUCTIONS.

11.7.4 Foreign Employment

1. Click the "Foreign" button to display the *Select Organization Screen* (see figure 11-5).

11.7.4.1 Creating a Foreign Organization

2. Partial Org Name: Enter the name of the military unit; e.g., Foreign Legion, and click the "Apply Filter" button.

3. Enter the organization name in the Organization field.

4. Once you enter the name, press the <**Tab**> key to move the cursor to the Org Type field in the **Foreign Block**.

5. Org Type: Click the LOV to select the type of organization; e.g., Military.

6. Service Branch: If the Org Type is military, click the LOV to select the Foreign Service branch; e.g., Army.

7. Service Component: If the Org Type is military, click the LOV to select the service component; e.g., Guard.

8. Once the **Foreign Block** is completed and the required information entered, click the "Contact Data" button to navigate to the *Contact Details Screen* (see figure 11-7).

NOTE: If a non-military organization has a formatted address with no street address displayed, you can edit the record to add the street address. Once a street address is loaded, it cannot be updated. Do not enter bad information, partial street addresses, unknown, etc.

9. Once you enter the information, click the "Save" button on the toolbar, and then click the "Return" button to navigate back to the *Select Organization Screen*. Click the "Accept" button to return to the *Employment History Screen*. Click the drop-down menu button to select the employment.

10. Employment Classification: Click the LOV to select the employment classification; e.g., Other. Press the <**Tab**> key to navigate to the Remarks field.

11. Remarks: Enter any applicable remarks.

IMPORTANT: REFER TO SECTIONS 11.7.1.1 AND 11.7.1.2 FOR COMPLETION INSTRUCTIONS.

12. Once you enter the information, press the <**Tab**> key to navigate to the **Officer Applicants Only Block**. Click the "Reference" button to navigate to the *Reference Screen* (see figure 11-6).

11.7.5 Unemployment

1. Click the "Unemployment" button.

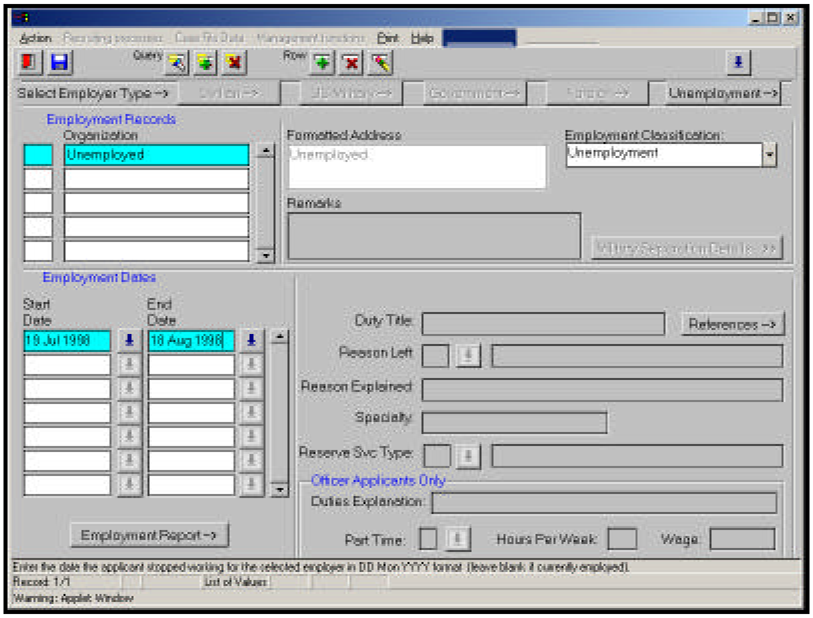


Figure 11-11, Employment History Screen (Unemployment)

2. If the Organization field is full, click the "Add Row" (green plus sign) button.

3. Click the "Unemployment" button to populate "Unemployment" in the Organization field. **NOTE**: Unemployment may only be entered once in the Organization field. Show all periods of unemployment in the Start Date and End Date fields.

4. Employment Classification: Click the drop-down menu button to select "Unemployment". Press the <**Tab**> key to move the cursor to the Start Date field.

5. Enter **ALL** periods of unemployment by placing the cursor in the next available Start Date field.

6. Click the "Reference" button to navigate to the *Reference Screen* (see figure 11-6).

7. Once all information is entered, click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*. **NOTE:** Another *Employment History Workflow* will display; however, you may click the “Run Screen” button to verify the previous information entered in the last workflow or click the “Forward” button **<u>twice</u>** to navigate to the *Application Preferences Screen*.

IMPORTANT: THE “PAY & GRADE CREDIT” WORKFLOW DOES NOT HAVE TO BE COMPLETED!

11.8 Application Preferences

Purpose: Record Commissioning, Entered Active Duty (EAD) pay grades and training availability dates.

1. From the *Workflow Select Screen*, click the “ button to display the *Application Preferences Screen*.

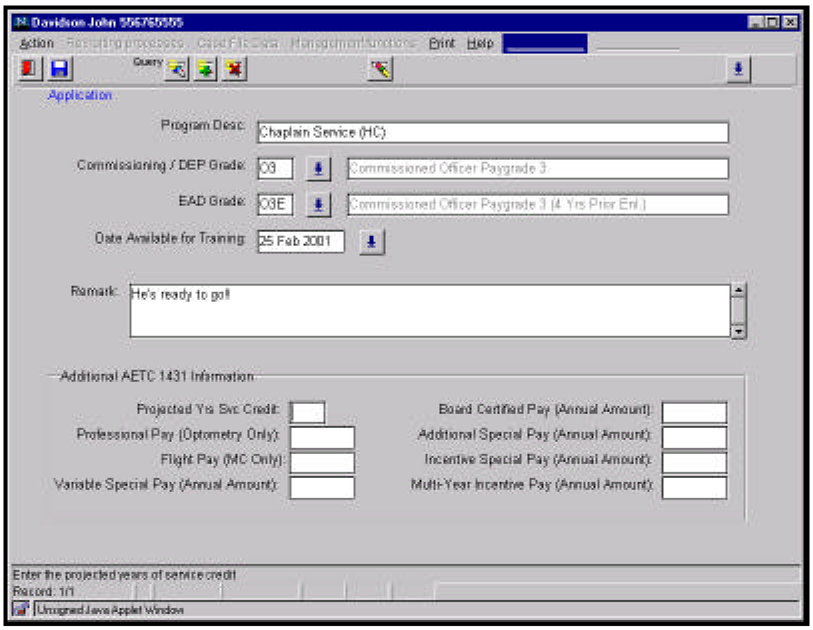


Figure 11-12, Application Preference Screen

Application Block

2. <u>Program Desc</u>: Automatically generates.

3. <u>AFSC</u>: Automatically generates if previously entered.

4. <u>Commissioning/DEP Grade</u>: Click the LOV to select the grade; e.g., O1.

5. <u>EAD Grade</u>: Click the LOV to select the EAD grade; e.g., O1.

6. Date Available for Training: Automatically generates if previously entered. Otherwise, you may enter the date in the DD MMM YYYY format; e.g., 30 Jun 2002.

7. Proposed EAD Date: Enter the date in the DD MMM YYYY format; e.g., 03 Jul 2002.

8. Remark: Enter any comments.

9. AETC 1431 Information: Not Applicable to OTS.

10. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

11.9 Law Violations History

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Law Violations Screen* (see section 10.10.2).

2. Ensure all civilian and military law violations have required data. Review it to validate information previously entered in the PIR or to add additional violations.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen.*

11.10 Drug Abuse History

1. From the *Workflow Select Screen*, click the "Run Screen" button to display *the Drug Use History Screen* (see section 10.11).

2. Ensure all illegal drug use is recorded. Review it to validate information previously entered regarding drug use.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

11.11 AF 24 Interview

Purpose: Allows you to collect information for the AF Form 24, Application for Appointment as Reserve of the Air Force or United States Air Force Without Component.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *AF 24 Interview*.

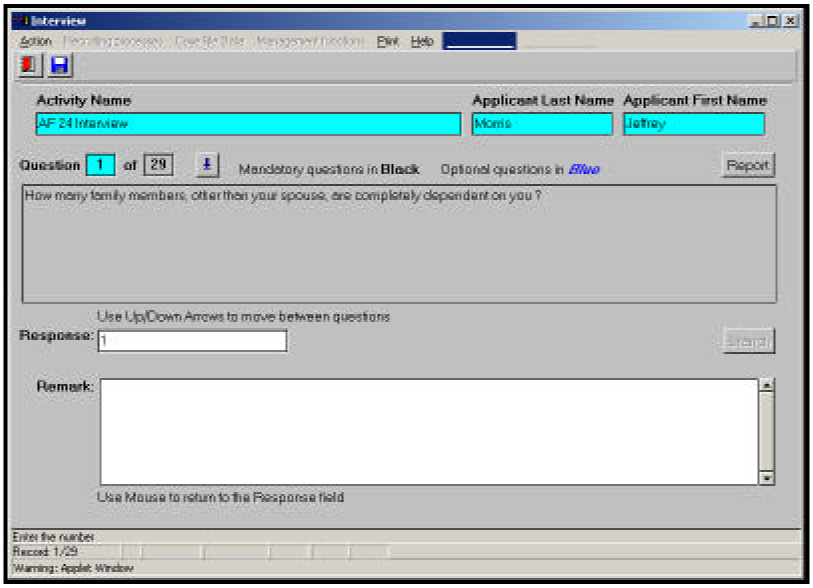


Figure 11-13, AF 24 Interview

NOTE: This interview contains 29 questions.

2. Click the LOV to select your responses. Question #3 (Class Standing), #4 (Type of Facility), and #5 (Professional Experience) are AETC 1437 questions. If your response is <**Y**> (Yes), you must provide additional information in the **Remark Block**.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

11.12 AF 125 Interview

Purpose: This interview is for officers who currently hold a commission in the Air National Guard (ANG) or United States Air Force Reserve (USAFR). This form does not have to be coordinated through the unit of assignment. Additionally, it is not required for applicants holding status in other uniform services.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *AF 125 Interview*.

NOTE: This interview contains two questions.

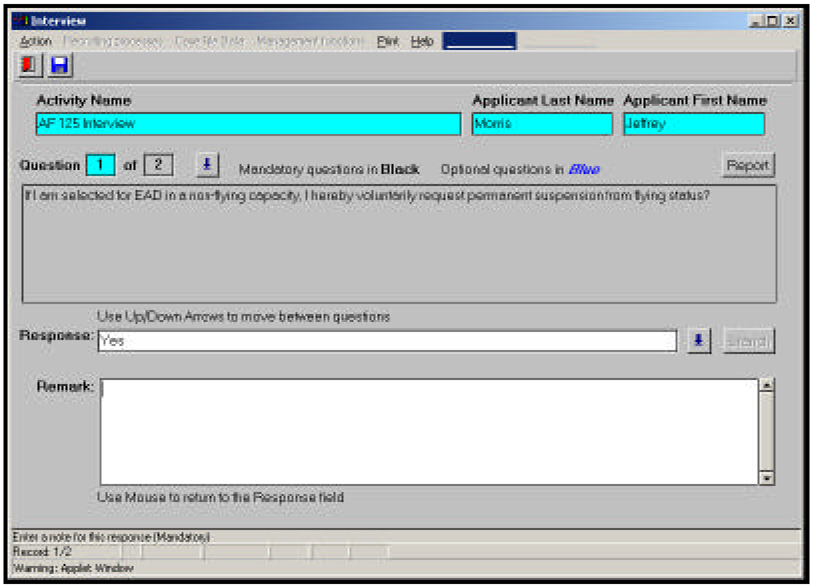


Figure 11-14, AF 125 Interview

2. Enter <**Y**> (Yes) or <**N**> (No) for each question.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

11.13 Security Questionnaire Interview

Purpose: Allows you to record the responses for the Standard Form (SF) 86.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Security Questionnaire Interview*.

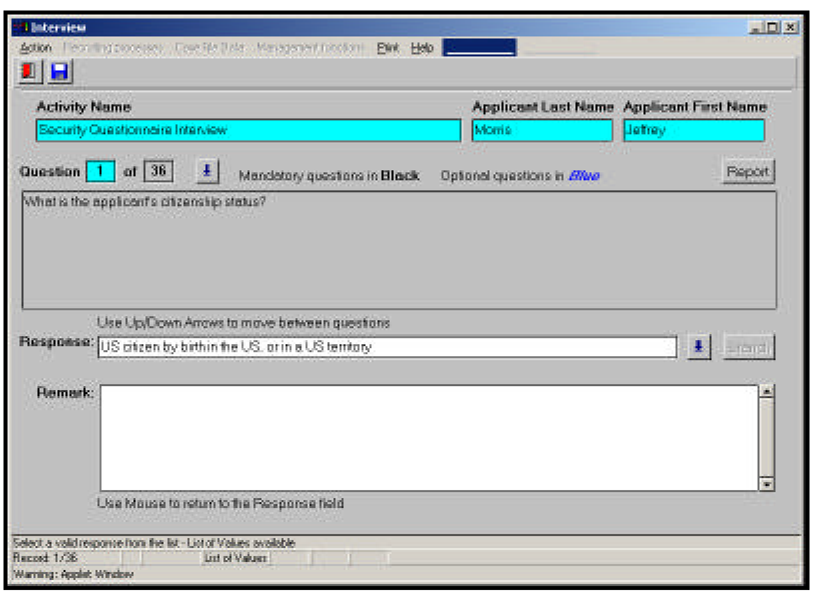


Figure 11-15, Security Questionnaire Interview

NOTE: There are 36 questions in this interview. Some questions will already be recorded from the Pre-qualification, PIR and Waiver/Determination Workflows and only require validation.

2. Answer all questions completely. Any “Yes” answers require additional remarks. Depending on some of your answers, you must branch to an additional screen to provide required information. Refer to the list of questions below for specific branching instructions, if required. If the screen has been previously explained, the section is identified. If not, figures and steps are provided.

IMPORTANT: YOUR CURSOR MUST BE IN THE <u>RESPONSE</u> FIELD TO MOVE <TAB> TO EACH QUESTION.

Question #1: Automatically generated. If not, click the LOV to select your response.

Question #2: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A <**Y**> (Yes) response will display the *Citizenship Screen* (see section 11.1).

Question #3: Automatically generated. If not, click the LOV to select your response. If the applicant is military married to military, press the <**Tab**> key to display the *Military Spouse Interview*.

11.13.1 Military Spouse Interview

NOTE: This sub-interview contains four questions.

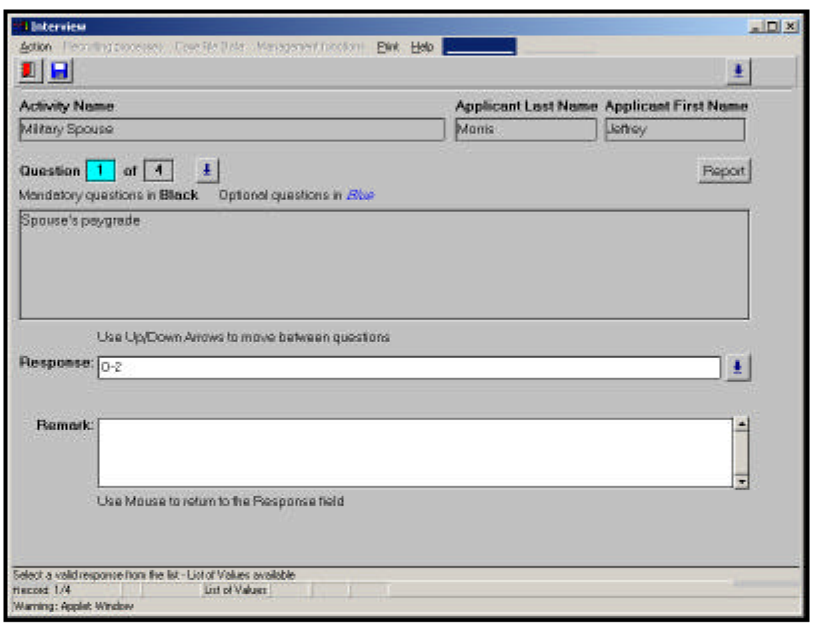


Figure 11-16, Military Spouse Interview

1. Questions 1, 2 and 4: Click the LOV to select your responses.

2. Question #3: Use freeform text.

3. Click the “Save” button, and then click the “Exit” button to return to the *Security Questionnaire Interview*.

Question #4: Enter <**Y**> (Yes) or <**N**> (No).

Question #5: Enter <**Y**> (Yes) or <**N**> (No).

Question #6: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A <**Y**> (Yes) response will require an explanation in the remark field and display the *Foreign Associates Screen* after the remarks are entered.

11.13.2 Foreign Associates Screen

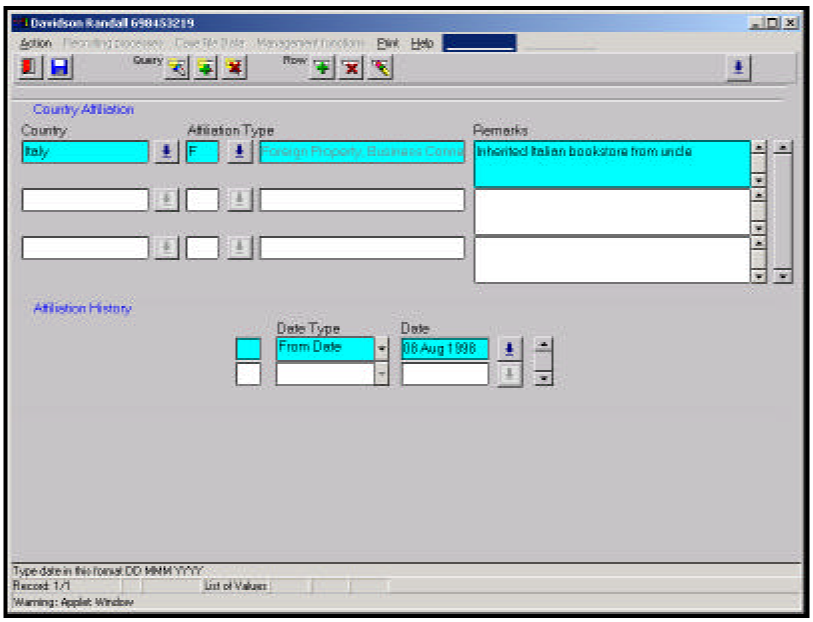


Figure 11-17, Foreign Associates Screen

Purpose: This form is used to record any period of, country and relevant information pertaining to any foreign association; e.g. foreign property ownership, financial interests, etc.

Parts of the Screen and Steps to Follow:

Country Affiliation Block

1. <u>Country</u>: Click the LOV to select the country; e.g., Italy.

2. <u>Affiliation Type</u>: Click the LOV to select the type of affiliation; e.g., Foreign Property, Business Connections, Financial Interests.

3. Remarks: Explain the applicant's affiliation with the country; e.g., Inherited Property.

Affiliation History Block

4. Date Type: Enter From Dates and To Dates.

5. Date: Enter the date in the DD MMM YYYY format.

6. Click the "Save" button, and then click the "Exit" button to return to the *Security Questionnaire Interview* (Question #7).

Question #7: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A <**Y**> (Yes) response will display the *Employment History Screen* (see sections 11.7.1.1 and 11.7.1.2).

Question #8: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A <**Y**> (Yes) response will display the *Foreign Associates Screen* (see section 11.13.2).

Question #9: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A <**Y**> (Yes) response will display the *Foreign Associates Screen* (see section 11.13.2).

Question #10: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A <**Y**> (Yes) response will display the *Foreign Travel Screen* (see section 11.13.3).

11.13.3 Foreign Travel Screen

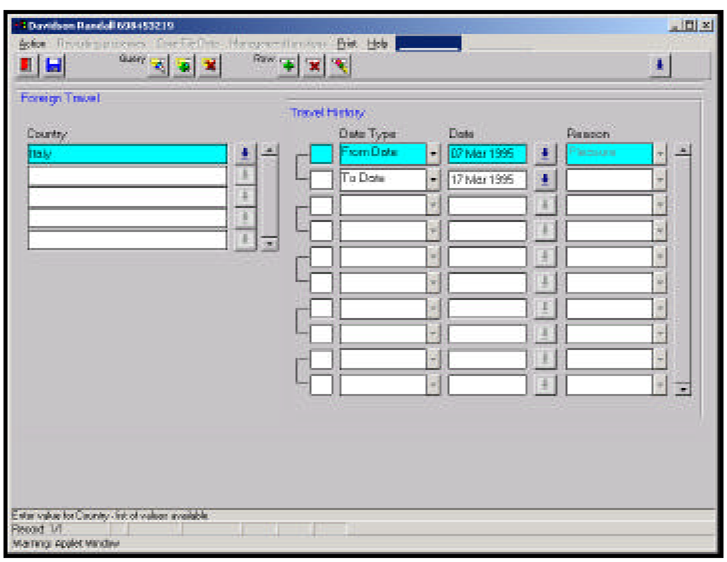


Figure 11-18, Foreign Travel Screen

Purpose: This form is used to record foreign travel periods, country/ies traveled to, and purpose of the visit.

Parts of the Screen and Steps to Follow:

Foreign Travel Block

1. Country: Click the LOV to select the country; e.g., Italy.

Travel History Block

2. Date Type: Enter From Dates and/or To Dates.

3. Date: Enter the date in the DD MMM YYYY format.

4. Reason: Click the drop-down menu button to select the reason for travel.

5. Click the “Save” button, and then click the “Exit” button to return to the *Security Questionnaire Interview* (Question #11).

Question #11: Enter <**Y**> (Yes) or <**N**> (No). A **<Y> (Yes)** response will display the *Employment History Screen.*

Question #12: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A <**Y**> (Yes) response will display the *Personal References and Other Associates Screen.*

11.13.4 Personal References and Other Associates Screen

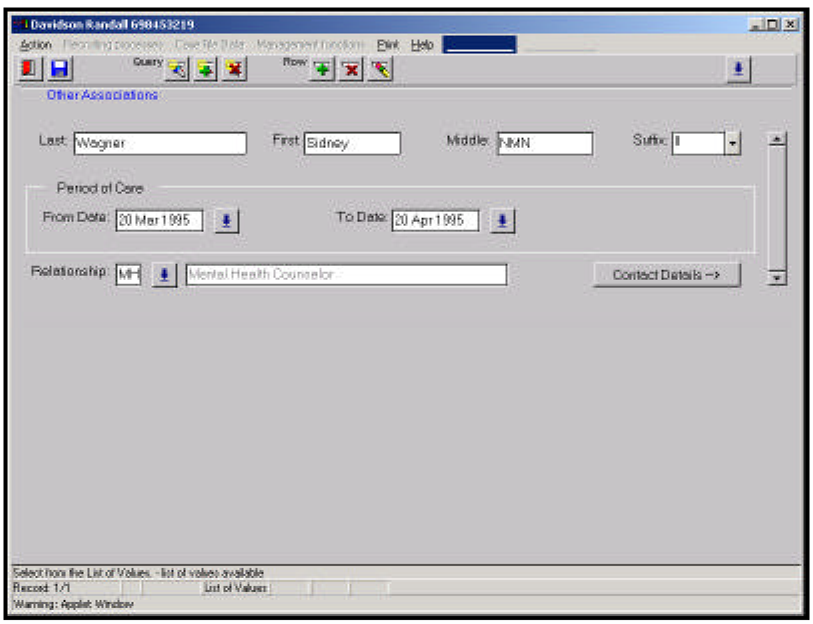


Figure 11-19, Personal References and Other Associates Screen

Parts of the Screen and Steps to Follow:

Other Associations Block

1. Form is self-explanatory. Provide the information required, use the <**Tab**> key to navigate the form.

2. Click the "Save" button.

3. Click the "Contact Details" button to navigate to the *Contact Details Screen* (see figure 11-7). Complete all required information.

4. Click the "Save" button, and then click the "Exit" button to return to the *Security Questionnaire.*

Question #13: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A <**Y**> (Yes) response will display the *Employment History Screen* (see sections 11.6.1.1 and 11.6.1.2.

Question #14: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A **<Y> (Yes)** response will display the *Law Violations Screen* (see section 10.10.2).

Question #15: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A **<Y> (Yes)** response will display the *Personal References and Other Associates Screen* (see figure 11-19).

Question #16: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A **<Y> (Yes)** response will display the *Law Violations Screen* (see section 10.10.2).

Question #17: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A **<Y> (Yes)** response will display the *Law Violations Screen* (see section 10.10.2).

Question #18: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A **<Y> (Yes)** response will display the *Drug Use History Screen.*

Question #19: Enter <**Y**> (Yes) or <**N**> (No). A **<Y> (Yes)** response will display the *Law Violations Screen* (see section 10.10.2).

Question #20: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A **<Y> (Yes)** response will display the *Law Violations Screen* (see section 10.10.2).

Question #21: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A **<Y> (Yes)** response will display the *Drug Use History Screen.* View all illegal drug use information to ensure it matches what you have documented in this answer.

Question #22: Enter <**Y**> (Yes) or <**N**> (No).

Question #23: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), enter additional information in the <u>Remark</u> field.

Question #24: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A **<Y> (Yes)** response will display the *Select Occurrence Pop-Up Window.*

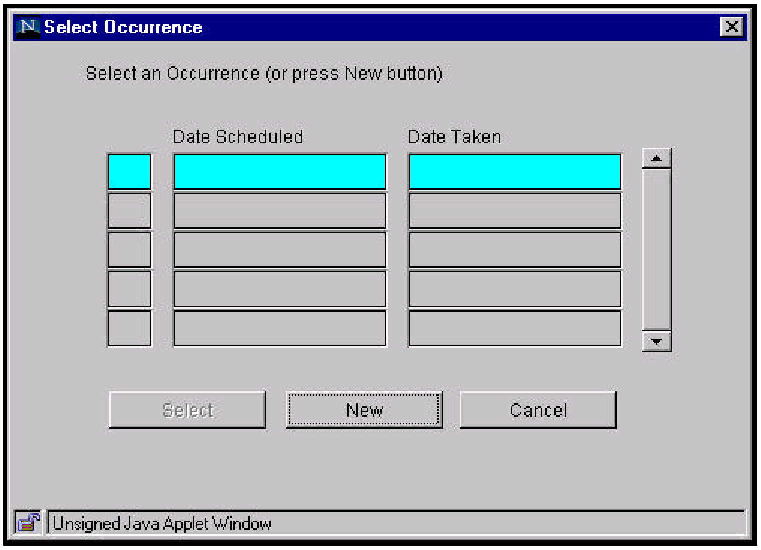


Figure 11-20, Select Occurrence Pop-Up Window

1. Click the "New" button to display the pop-up window shown below.

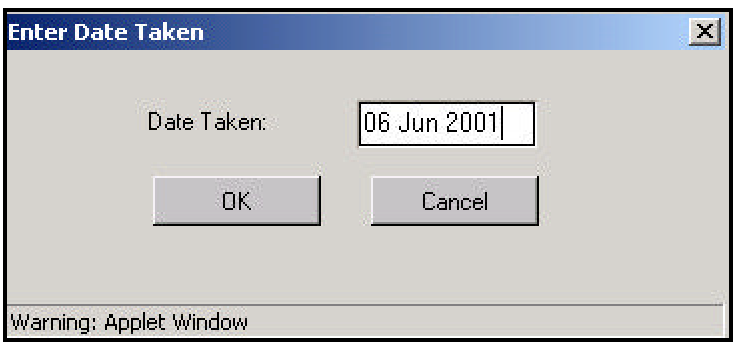


Figure 11-21, Enter Date Take Pop-Up Window

2. Enter the date in the DD MMM YYYY format, and then click the "OK" button.

3. The Previous Security Clearance Interview displays (see figure 11-22).

11.13.5 Previous Security Clearance Interview

NOTE: This interview contains four questions.

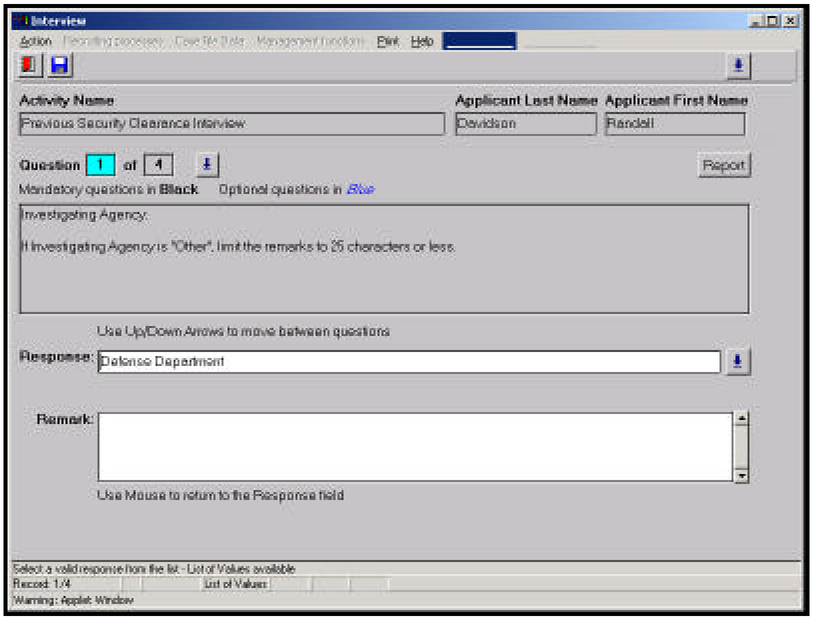


Figure 11-22, Previous Security Clearance Questionnaire

1. Questions #1 and #2: Click the LOV to select the response.

2. Questions #3 and #4: Enter the dates in the DD MMM YYYY format.

3. Click the "Save" button, and then click the "Exit" button to return to the *Security Questionnaire* (Question #25).

Question #25: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A **<Y> (Yes)** response will display the *Select Occurrence Pop-Up Window* (see figure 11-20).

Question #26: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A **<Y> (Yes)** response will display the *Financial and Civil Court Actions Screen* (see section 10.10.1).

Question #27: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A **<Y> (Yes)** response will display the *Financial and Civil Court Actions Screen* (see section 10.10.1).

Question #28: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A **<Y> (Yes)** response will display the *Financial and Civil Court Actions Screen* (see section 10.10.1).

Question #29: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A **<Y> (Yes)** response will display the *Financial and Civil Court Actions Screen* (see section 10.10.1).

Question #30: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A **<Y> (Yes)** response will display the *Financial and Civil Court Actions Screen* (see section 10.10.1).

Question #31: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A **<Y> (Yes)** response will display the *Consumer and Personal Debt Screen* (see figure 11-23)

11.13.6 Consumer and Personal Debt Screen

Purpose: Allows you to record all outstanding debts held by the applicant and his/her spouse.

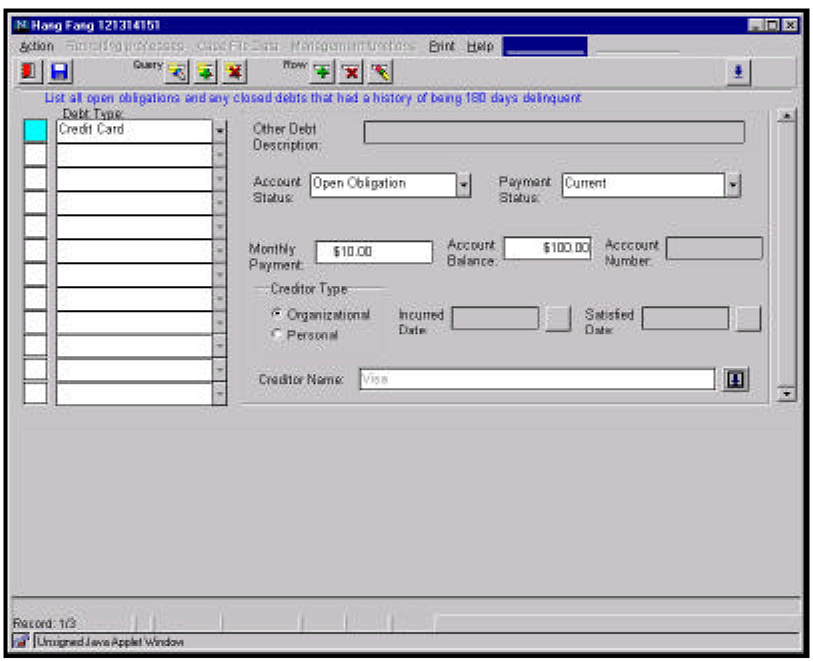


Figure 11-23, Consumer and Personal Debts Screen

Parts of the Screen and Steps to Follow:

1. You can select a row by placing the mouse cursor in the box to the left of the Debt Type field and clicking the left mouse button. The box is highlighted if row is selected.

2. Debt Type: Click the drop-down menu button to select the debt type. Other Type Debt would be debts not included in the other categories; e.g., student loans.

3. Other Debt Description: If the debt type is "Other Type Debt," enter a description or type of loan in this field.

4. Account Status: Click the drop-down menu button to select the account status; e.g., Open Obligation or Closed Debt. Collect data on closed debts with a history of being over 180 days delinquent.

5. Payment Status: Click the drop-down menu button to select the payment status; e.g., Current, Past Due–30 days, Past Due–60 days, Past Due–90 days and Past–Due 180 days.

6. Monthly Payment: For open obligations, enter the applicant's minimum monthly payment for the account.

7. Account Balance: For open obligations, enter the balance remaining on the account.

8. Account Number: For open obligations and closed debts with a payment status of past due over 90 days, enter the account number of the debt.

9. Creditor Type: Click the appropriate radio button applicable to where the debt was incurred. An Organizational creditor type is a debt from a company; e.g., Sears. A Personal creditor type would be an individual with whom the debt occurred; e.g., the applicant borrows $1,000.00 from Frank Wilson.

10. Incurred Date: For a debt delinquent more than 90 days, enter the date the delinquency occurred.

11. Satisfied Date: For a debt delinquent more than 90 days, enter the date the applicant satisfied the delinquency. If the debt is still delinquent, leave this field blank.

12. Creditor Name: For an organizational creditor type, click the "Select Organization" button. (See Selecting an Organization.) For a Personal creditor type, when you click the "Select Organization" button, you navigate to a screen to enter the person's name and contact data.

13. Last: Enter the personal creditor's last name.

14. First: Enter the personal creditor's first name.

15. <u>Middle</u>: Enter the personal creditor's middle name. Enter UNK if unknown or NMN if the person doesn't have a middle name.

16. <u>Suffix</u>: Click the drop-down menu button to select the suffix. Once the suffix has been entered, click the "Contact Details" button to enter the personal creditor's contact information.

17. Enter the ZIP code or city for the personal creditor, and then select the appropriate city and ZIP code from the LOV. Next, enter the personal creditor's mailing address, and the telephone number information. Once the information is entered, click the "Save" button, and then click the "Exit" button to navigate back to the screen where you entered the personal creditor's name. Click the "Save" button, and then click the "Exit" button to return to the *Consumer and Personal Debts Screen*.

18. Once you have entered the consumer and personal debts, click the "Save" button, and then click the "Exit" button to return to the *Security Questionnaire Interview*.

Question #32: If <**N**> (No), press the <**Tab**> button to navigate to the next question. A **<Y> (Yes)** response will display the *Consumer and Personal Debt Screen* (see figure 11-23).

Question #33: If <**N**> (No), press the <**Tab**> key to navigate to the next question. A **<Y> (Yes)** response will display the *Financial and Civil Court Actions Screen* (see section 10.10.1).

Question #34: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), enter additional information in the <u>Remark</u> field.

Question #35: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), enter additional information in the <u>Remark</u> field.

Question #36: Ensure you read this question carefully! Click the LOV to select a response.

19. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen* and the next interview.

11.14 Relatives and Associates

Purpose: Allows you to record relative and associate personal information. **NOTE:** Both mother and father, living or deceased, must be annotated.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Relatives and Associates Screen*.

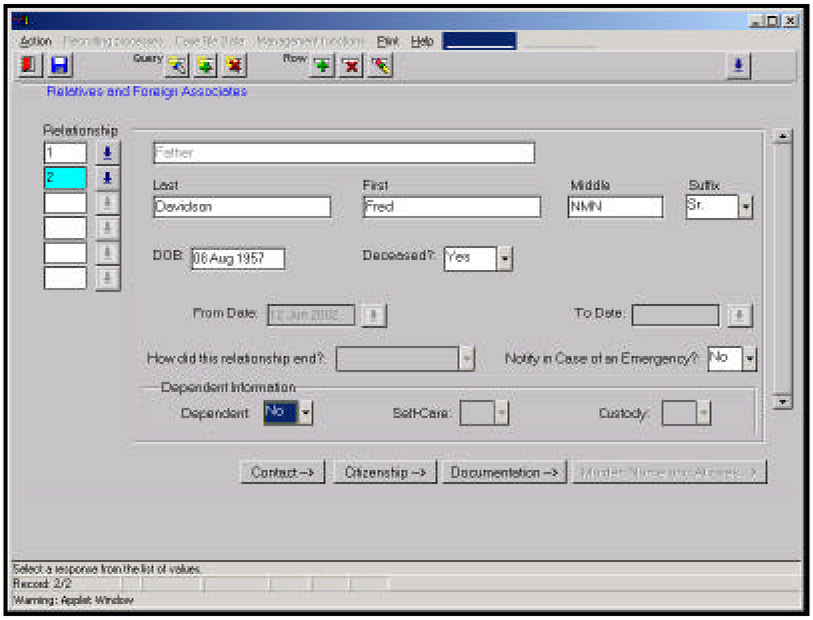


Figure 11-24, Relatives and Associates Screen

Relatives and Associates Block

2. Relationship: Click the LOV to select the type of relationship; e.g., Father.

3. Last: Enter the relative's last name; e.g., Davidson.

4. First: Enter the relative's first name; e.g., Fred.

5. Middle: Enter the relative's middle name. If the relative doesn't have a middle name, enter NMN.

6. Suffix: Click the drop-down menu button to select the suffix, if applicable. For none, leave it blank.

7. DOB: Enter the relative's DOB in the DD MMM YYYY format; e.g., 08 Aug 1957.

8. Deceased: Click the drop-down menu button and choose the appropriate response; e.g., Yes or No.

9. Date of Marriage: Only used for a current spouse.

10. Date of Separation: Only used for current spouse and former spouse(s).

11. How did your relationship end? Only required for former spouses.

12. Notify in case of an Emergency? Click the drop-down menu button to select a response; e.g., Yes or No.

13. Dependent: Click the drop-down menu button to select a response; e.g., Yes or No. This should be “Yes” for dependents.

14. Self-Care: Click the drop-down menu button to select a response; e.g., Yes or No. This should be “Yes” for a dependent under age 18.

15. Custody: Click the drop-down menu button to select a response; e.g., Sole.

11.14.1 The Contact Button

Purpose: Allows you to enter the relative’s contact information.

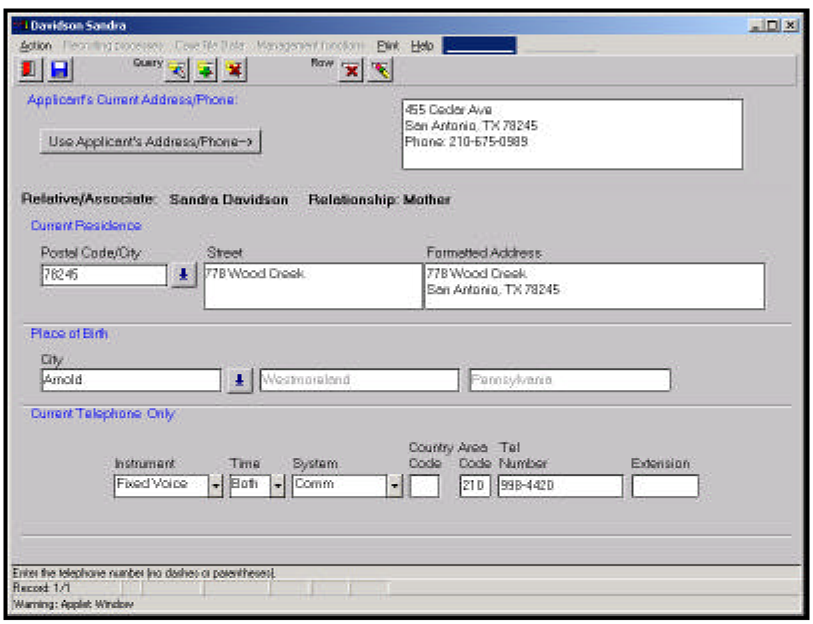


Figure 11-25, Relative’s Contact Information

1. “Use Applicant’s Address/Phone” button: Click this button to populate the relative’s address and telephone number information.

Current Residence Block

2. Postal Code/City: Enter the Zip Code or city, and then click the LOV to select the appropriate city and Zip Code; e.g., 78245.

3. Street: Enter the relative's street address; e.g., 778 Wood Creek.

4. Formatted Address: Displays the relative's full address.

5. Use the mouse to place the cursor in the City field in the **Place of Birth Block**.

6. City: Enter the name of the city where the relative was born and press the <**Tab**> key to display a pop-up list. Click the desired city, and then click the "OK" button.

Current Telephone Only

7. Instrument: Click the drop down menu button to select the usage type; e.g., Fixed Data.

8. Time: Click the drop-down menu button to select the best time to contact the lead at this telephone number; e.g., Both, Day or Night.

9. System: Click the drop-down menu button to select the system; e.g., Comm or DSN.

10. Country Code: Enter the country code, if applicable; e.g., 001.

11. Area Code: Enters the area code; e.g., 210.

12. Tel Number: Enter the telephone number for the lead; e.g., 998-4420.

13. Extension: Enter the extension for the telephone number, if applicable; e.g., 101.

11.14.2 The Citizenship Button

Click this button to display the *Citizenship Screen*. See section 11.1 for completion instructions.

11.14.3 The Documentation Button

Click this button to display the *Verify and Suspense Documents Screen*. See section 10.12 for completion instructions.

11.14.4 The Maiden Names and Aliases Button

1. Click this button to display the *Name Use History Screen*. See section 10.1 for completion instructions.

2. Click "Save" then "Exit" to return to the *Workflow Select Screen* and the next interview.

11.15 Personal References & Other Associates

1. Record three personal references living in the US who the applicant knows well (e.g., good friends, peers, colleagues, college roommates, etc.) whose combined association covers the last seven years.

2. Do not list spouse, former spouse(s) or other relatives and try not to list anyone else previously recorded in this application. Ensure at least one of the applicants has a "To Date" left blank. To add a second person, don't forget to use the "Add Row" (green plus sign) button.

3. See section 11.13.4 for completion instructions.

4. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

11.16 Coursework

Purpose: Allows you to record the required information concerning an applicant's continuing medical education.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Coursework Screen*.

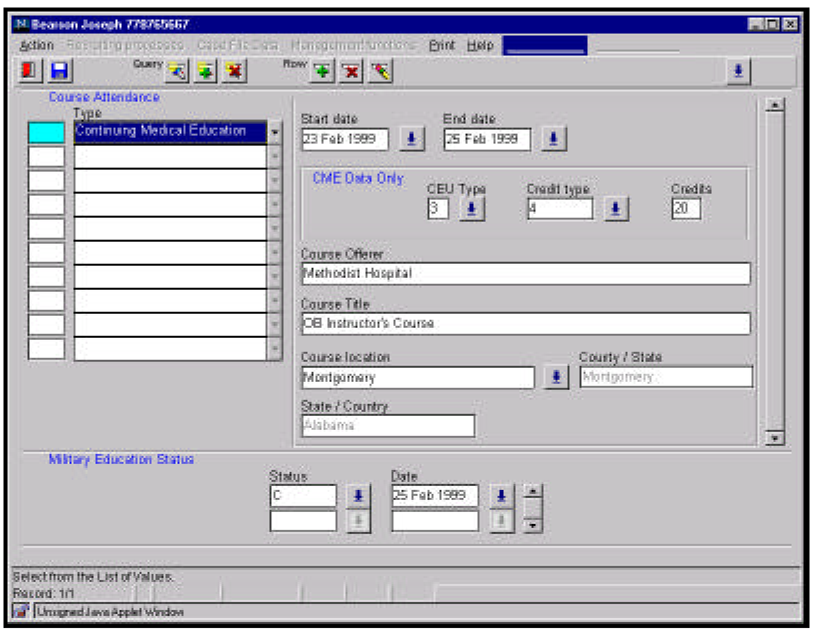


Figure 11-26, Coursework Screen

Course Attendance Block

2. Type: Click the drop-down menu button to select the type of course; e.g., Military Education.

3. Start Date: Enter the date in the DD MMM YYYY format; otherwise, select from the LOV (AFRISS calendar).

4. End Date: Enter the date in the DD MMM YYYY format; otherwise, select from the LOV (AFRISS calendar).

5. Continuing Education Unit (CEU) Type: Click the LOV to select the CEU type; e.g., Papers Published.

6. Credit Type: Enter the type of credit; e.g., Semester Hours. Otherwise, click the LOV to select the type of credit..

7. Credits: Enter the number of credits earned for the course; e.g., 10.

8. Course Offerer: Enter the name of the organization or person offering the course; e.g., US Air Force.

9. Course Title: Enter the title of course; e.g., Heat Stroke.

10. Course Location: Enter the course location; otherwise, select from the LOV.

NOTE: Use the wildcards!

11. County/State: Automatically generated.

12. State/Country: Automatically generated.

Military Education Status Block

13. Status: Click the LOV to select the education status; e.g., Completed.

14. Date: Enter the date of completion in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

15. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen* and the next interview.

11.17 Verify and Suspense Documents

Purpose: Allows you to record all documents used to verify the applicant's information (e.g., state and federal licenses, American/National board certifications.) Revalidate information provided in the PIR Workflow.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Verify and Suspense Documents Screen*. See section 10.12 for completion instructions.

2. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen* and the next interview.

11.18 Geographic Assignment Preferences

Purpose: Allows you to document an applicant's assignment preferences by base, state or region.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Geographic Assignment Preference Screen*.

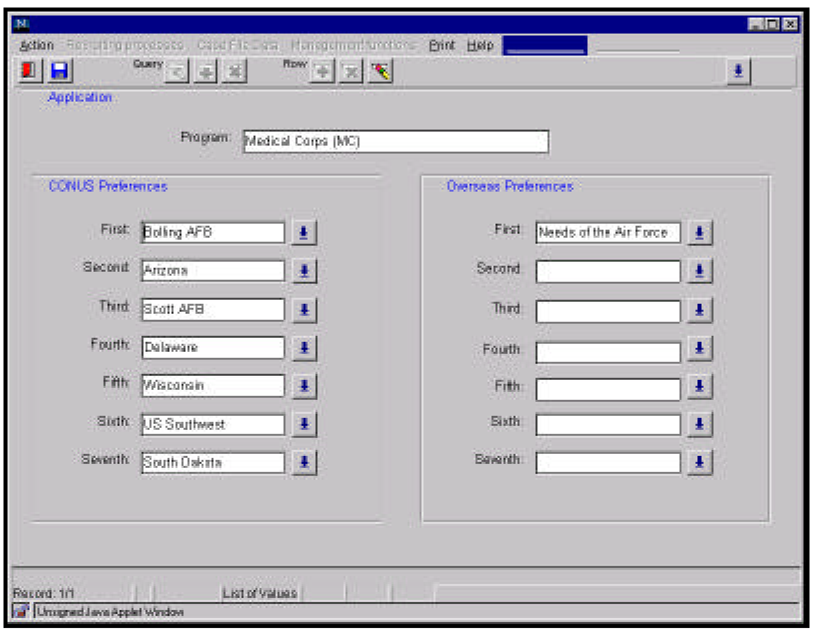


Figure 11-27, Geographic Assignment Preference Screen

Application Block

2. <u>Program</u>: Automatically generated.

CONUS Preferences Block

3. Click the LOV to select one to seven stateside assignment choices.

Overseas Preferences Block

4. Click the LOV to select one to seven overseas assignment choices.

5. Click the "Save" button, and then click the "Exit" button. A pop-up message displays "At last workflow. Select another workflow or exit the screen." Click the "OK" button.

12.0 SECURITY CLEARANCE REQUEST

NOTE: For Ops only.

Purpose: Used to request a security clearance be initiated on an applicant.

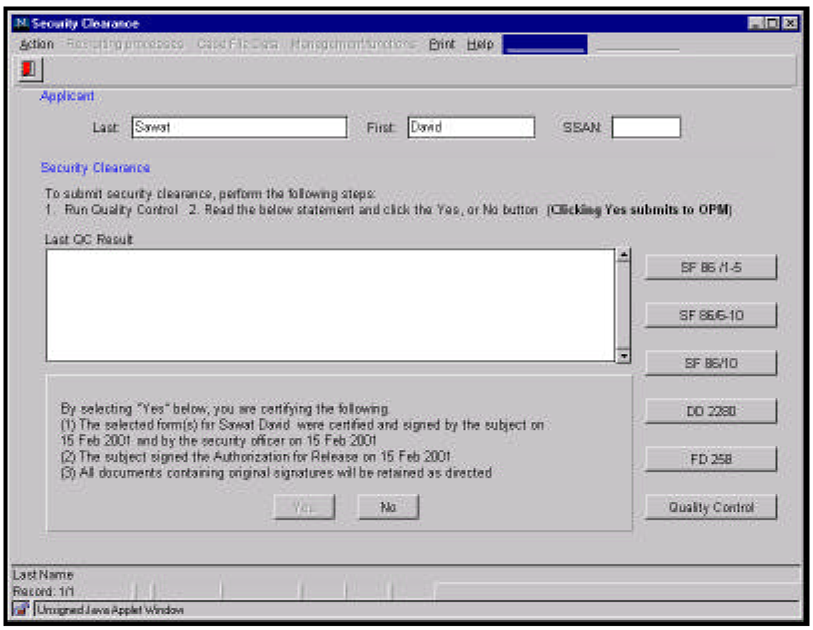


Figure 12-1, Security Clearance Request Screen

Steps to Follow:

Applicant Block

1. Last: Automatically generated.

2. First: Automatically generated.

3. SSAN: Automatically generated.

Security Clearance Block

4. Click the “Quality Control (QC)” button.

5. Read the statement and click the “Yes” or “No” button. If the “Yes” button is clicked, it submits to Office of Personnel Management (OPM).

6. Click the button(s) on the right of the screen to print the SF 86.

13.0 CREDIT CHECKS/WAIVERS

Purpose: Allows you to gather information for financial responsibility screening.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Credit Check Interview*.

13.1 Credit Check Interview

Purpose: Allows you to collect pertinent data to print the documents required for a credit check and initiates the credit check processing actions in AFRISS.

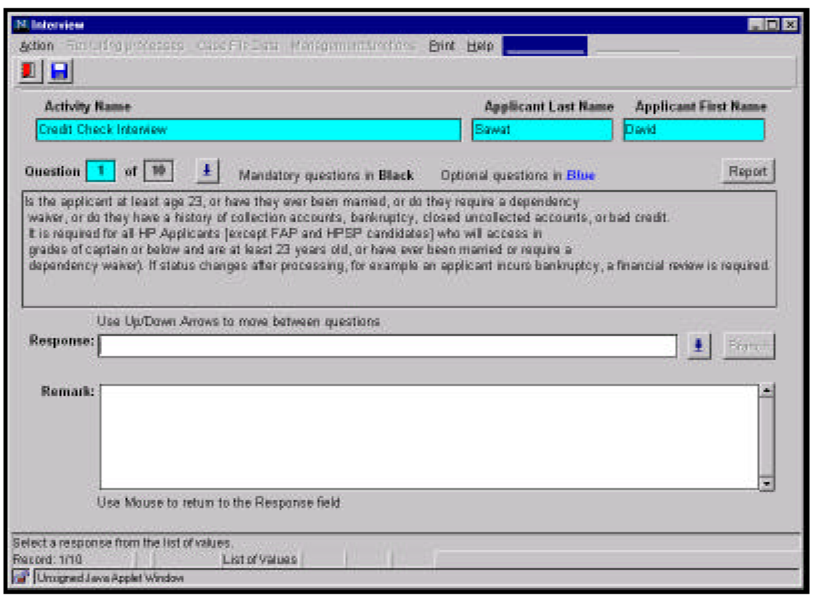


Figure 13-1, Credit Check Interview

NOTE: This interview contains 10 questions.

2. Question #1: Enter <**Y**> (Yes) or <**N**> (No).

3. Question #2: Click the LOV to select your response. If you select “Married to Military Member,” pressing the <**Tab**> key will display the *Military Spouse Interview* (see section 11.13.1).

4. Questions #3 and #4: Enter the number of adult and minor dependents. If none, you must enter <**0**>.

5. Question #5-#8: If <**N**> (No), press the <**Tab**> key to navigate to the next question. If <**Y**> (Yes), pressing the <**Tab**> key will display the *Financial and Civil Court Actions Screen*. See section 10.10.1 for completion instructions.

6. Questions #9-#10: Optional.

13.2 Applicant Financial Data

Purpose: Allows you to record the applicant's assets, income and monthly non-consumer expenses.

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Applicant Financial Data Screen*.

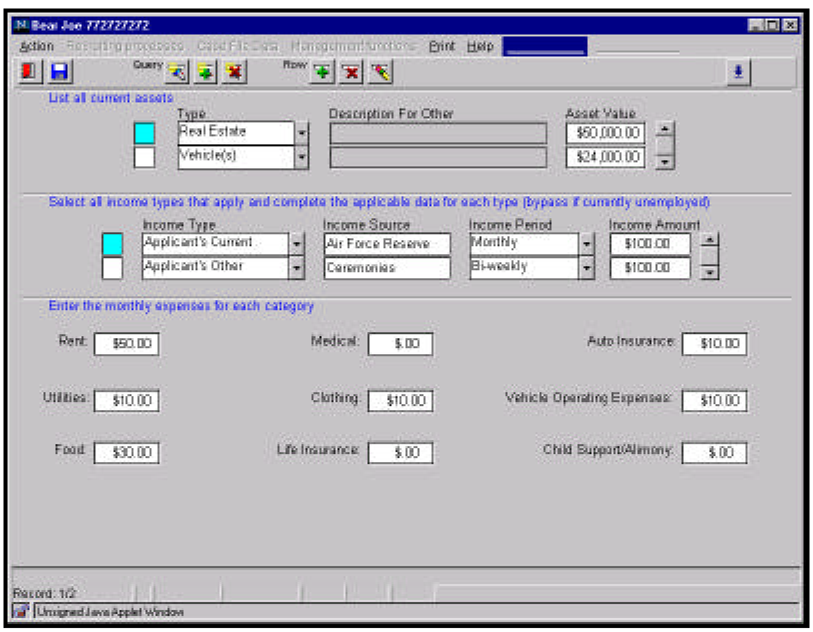


Figure 13-2, Applicant Financial Data Screen

NOTE: If the applicant is currently married, you will also need to record the spouse's current income.

Parts of the Screen and Steps to Follow:

List the Applicant's Current Assets Block

The block on the left of the screen allows you to select the row. The scroll bar on the right of the screen splits if there is more information than can be displayed in the two visible rows.

2. Type: Click the drop-down menu button to select the asset type; e.g., Savings.

3. Description For Other: If you select a type "Other," enter a description of the asset in this field.

4. Asset Value: Enter an estimated value of the asset in this block and press the<**Tab**> key. You are prompted to enter another asset. If you don't have additional assets to enter, click the cursor in the block to the left of the Income Type field.

5. List the applicant's income. The block on the left of the screen allows you to select the row. The scroll bar on the right of the screen splits if there is more information than can be displayed in the two visible rows.

Select All Income Types that Apply and Complete the Applicable Data for Each Type Block

6. Income Type: Click the drop-down menu button to select the income type to be recorded; e.g., Applicant's Current.

7. Income Source: Enter the income source; e.g., Quik-Lube.

8. Income Period: Click the drop-down menu button to select a response. The default value is "Monthly."

9. Income Amount: Enter the amount of the income; e.g., $1000.00, $6.35. After you enter the income amount and press the <**Tab**> key, the cursor moves to the next row. If no other income needs to be entered, use the mouse to place the cursor in the Rent field of the next block.

Enter the Monthly Expenses for Each Category Block

10. Rent: Enter the applicant's monthly rent payment; if none, enter <**0**> and press the <**Tab**> key.

11. Medical: Enter the applicant's monthly medical expenses; if none, enter <**0**> and press the <**Tab**> key.

12. Auto Insurance: Enter the applicant's monthly auto insurance payment; if none, enter <**0**> and press the <**Tab**> key.

13. Utilities: Enter the applicant's monthly utilities; e.g., water, gas. If none, enter <**0**> and press the <**Tab**> key.

14. Clothing: Enter the applicant's monthly clothing expenses; if none, enter <**0**> and press the <**Tab**> key.

15. Vehicle Operating Expense: Enter the applicant's monthly vehicle operating expenses; if none, enter <**0**> and press the <**Tab**> key.

16. Food: Enter the applicant's monthly food expenses; if none, enter <**0**> and press the <**Tab**> key.

17. Life Insurance: Enter the applicant's monthly life insurance payment; if none, enter <**0**> and press the <**Tab**> key.

18. Child Support/Alimony: Enter the applicant's monthly child support and/or alimony payment; if none, enter <**0**> and press the <**Tab**> key.

19. Once you collect all data, click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen.*

13.3 Consumer and Personal Debts

Purpose: Allows you to enter or verify additional debt information for the applicant and the applicant's spouse.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Consumer and Personal Debts Screen*

2. See section 11.13.6 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

13.4 Relatives and Associates

Purpose: Allows you to enter or verify relative's contact data

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Relatives and Associates Screen*.

2. See section 11.14 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

14.0 AGE WAIVER WORKFLOW

14.1 Age Waiver Interview

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Age Waiver Interview*.

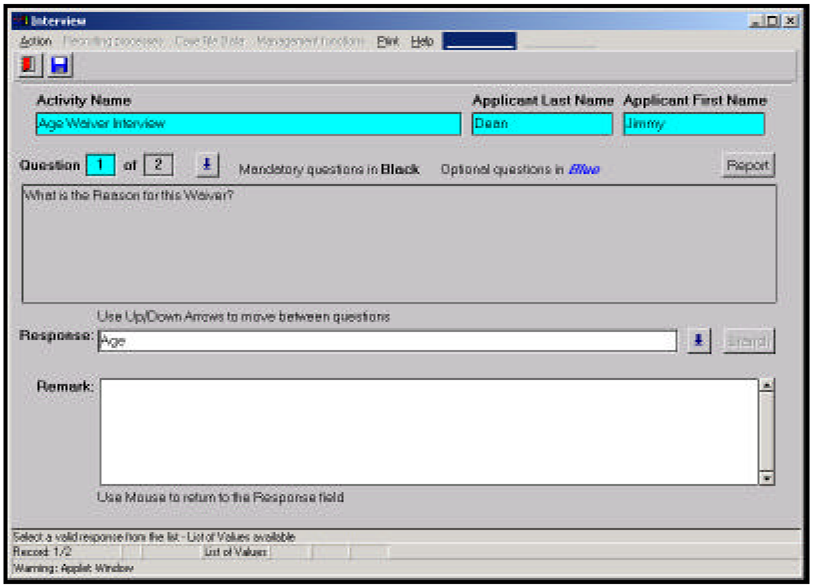


Figure 14-1, Age Waiver Interview

NOTE: This interview contains two questions.

2. Click the LOV to select your response.

3. Click the "Save" button, and then click the "Exit" button.

14.2 Law Violations History

Purpose: Verify all waiver level law violation information is recorded.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Law Violations Screen*.

2. See section 10.10.2 for completion instructions

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

14.3 Drug Abuse History

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Drug Use Screen*.

2. See section 10.11 for completion instructions.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

14.4 Relatives and Associates

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Relatives and Associates Screen*.

2. See section 11.14 for completion instructions.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

14.5 Record Actions

Purpose: Allows you to request and respond to other levels of recruiting.

IMPORTANT: THE METHOD OF NAVIGATING THROUGH THE *RECORD ACTIONS SCREEN* REMAINS THE SAME; HOWEVER, THE CHOICES DISPLAYED WHEN YOU CLICK THE LOV WILL VARY DEPENDING ON THE PARTICULAR WAIVER AND YOUR ROLE. IF YOU REQUIRE ADDITIONAL INFORMATION AFTER REVIEWING THIS SECTION, SEE SECTION 35.0 (ENABLES YOU TO NAVIGATE FROM THE *CREATE LEAD* OR *SELECT LEAD/APPLICANT SCREENS*)

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Record Actions Screen*.

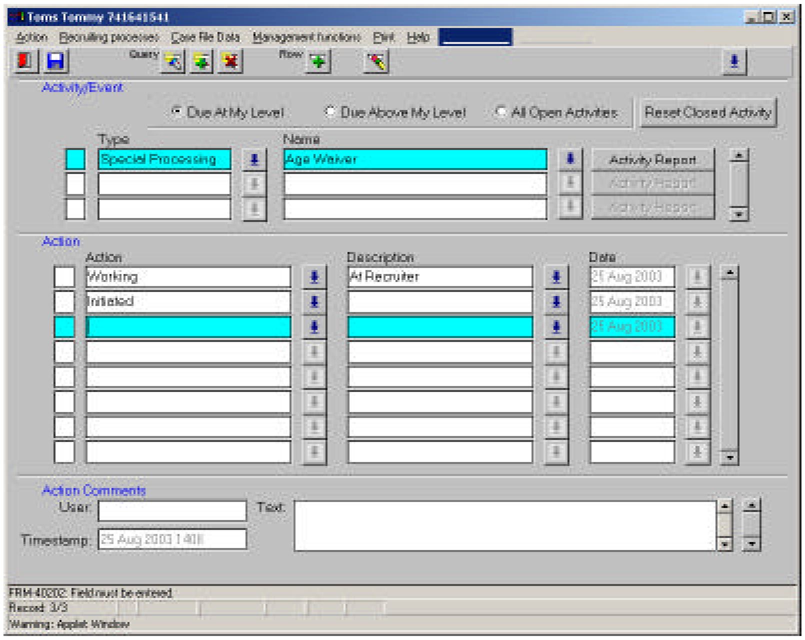


Figure 14-2, Record Actions (Age Waiver—Recruiter level)

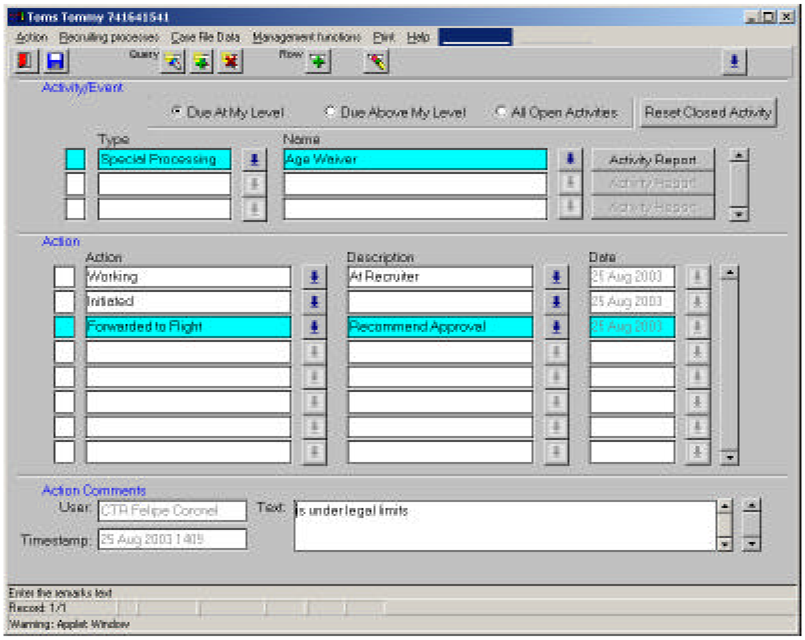


Figure 14-3, Record Actions (Age Waiver—Flight Chief Level)

Activity/Event Block

2. Click one of the following radio buttons:

-<u>Due at My Level</u>: Requests must be responded to at this level.

-<u>Due Above My Level</u>: Actions due above the user's level.

-<u>All Open Activities</u>: All open (unanswered) requests against this applicant at all levels.

-<u>Reset Closed Activities</u>: Allows for any closed special activity to be reopened or reset to the Recruiter level for processing.

3. <u>Type</u>: Automatically generates; e.g., Special Processing.

4. <u>Name</u>: Automatically generates; e.g., Age Waiver.

Action Block

5. <u>Action</u>: Click the field below the last entry (in this case, "Initiated"), and then click the LOV to select your response; e.g., Forwarded to Flight.

6. <u>Description</u>: Click the LOV to select the action description; e.g., "Recommend Approval".

7. <u>Date</u>: Automatically generates.

Action Comments Block

8. <u>User</u>: Automatically generates.

9. <u>Timestamp</u>: Automatically generates current date and time.

10. <u>Text</u>: Automatically generates comments previously entered regarding the waiver.

11. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

12. Select the next workflow; *Dependency Waiver/Determination Interview*.

15.0 DEPENDENCY WAIVER/DETERMINATION

15.1 Dependency Waiver/Determination Interview

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Dependency Waiver/Determination Interview*.

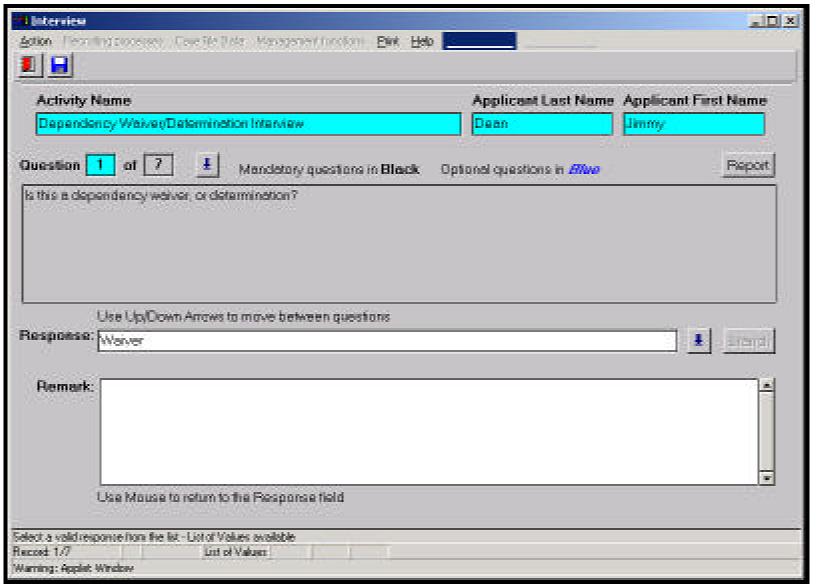


Figure 15-1, Dependency Waiver/Determination Interview

NOTE: This interview contains seven questions.

2. Question #1: Click the LOV to select your response.

3. Question #2: Click the LOV to select your response. If you select "Married to military member," pressing the <**Tab**> key will display the *Military Spouse Interview* (see section 11.13.1).

4. Questions #3 and #4: Enter the number of minor and adult dependents. If none, enter <**0**>.

5. Question #5: Click the LOV to select your response.

6. Question #6: Automatically generates. Once you press the <**Tab**> key, the *Education History Screen* displays (see section 10.6). Once all information is entered or verified, click the "Save" button, and then click the "Exit" button to navigate to the next question. If the response does not automatically generate, click the LOV to select your response.

7. Question #7: Click the LOV to select your response. A pop-up message indicates "At Last Question." Click the "OK" button.

8. Click the "Save" button, and then click the "Exit " button to return to the *Workflow Select Screen*.

15.2 Law Violations History

Purpose: Verify all waiver level law violation information is recorded.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Law Violations Screen*.

2. See section 10.10.2 for completion instructions

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

15.3 Drug Abuse History

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Drug Use Screen*.

2. See section 10.11 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

15.4 Relatives and Associates

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Relatives and Associates Screen*.

2. See section 11.14 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

15.5 Record Actions

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Record Actions Screen*.

2. See section 14.5 for completion instructions.

3. Click the "Save" button, and then click the "Exit button to return to the *Workflow Select Screen*.

16.0 DRUG WAIVER/DETERMINATION WORKFLOW

16.1 Drug Waiver/Determination Workflow

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Drug Waiver/Determination Interview*.

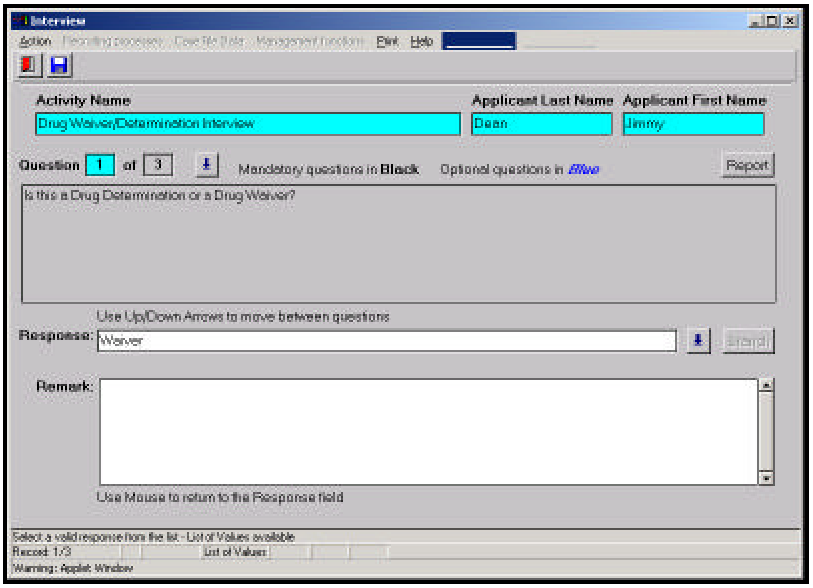


Figure 16-1, Drug Waiver/Determination Interview

NOTE: This interview contains three questions.

2. Click the LOV to select your responses.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.2 Law Violations History

Purpose: Verify all waiver level law violation information is recorded.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Law Violations Screen*.

2. See section 10.10.2 for completion instructions

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

16.3 Drug Abuse History

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Drug Use Screen*.

2. See section 10.11 for completion instructions.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

16.4 Relatives and Associates

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Relatives and Associates Screen*.

2. See section 11.14 for completion instructions.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

16.5 Record Actions

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Record Actions Screen*.

2. See section 14.5 for completion instructions.

3. Click the “Save” button, and then click the “Exit button to return to the *Workflow Select Screen*.

17.0 DEFENSE DEPARTMENT (DD) 785 WAIVER

1. From the *Workflow Select Screen*, click the “Run Screen” button to select the *DD 785 Waiver Interview*.

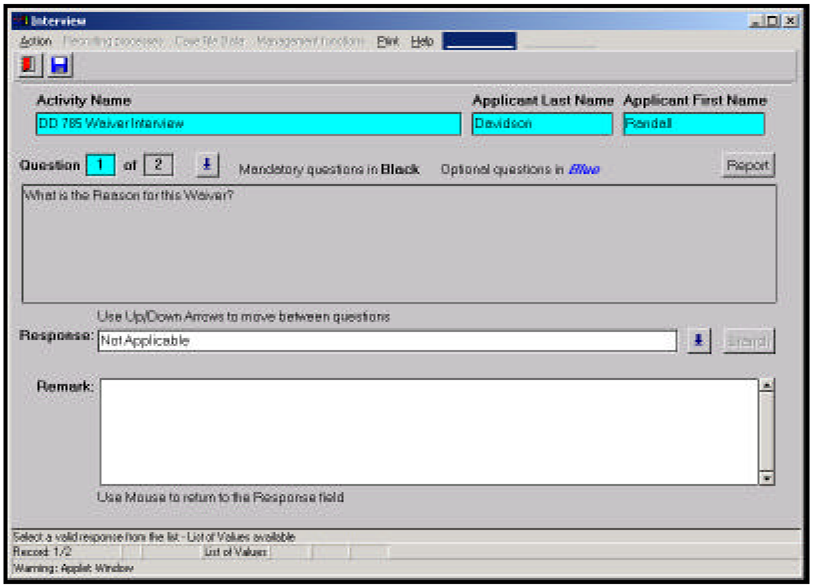


Figure 17-1, DD 785 Waiver Workflow

NOTE: This interview contains two questions.

2. Click the LOV to select your responses. Once you have entered both responses, a pop-up message displays “At Last Question. Click the “OK” button.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

18.0 EXCEPTION TO POLICY WORKFLOW

18.1 Exception to Policy Interview

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Select Occurrence Pop-Up Window*.

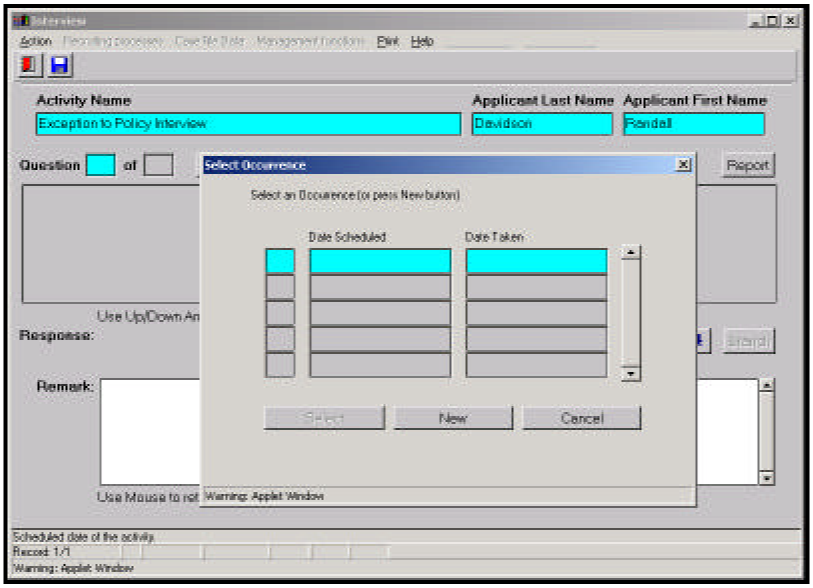


Figure 18-1, Select Occurrence Pop-Up Window

2. Click the “New” button to display the *Date Taken Pop-Up Window*.

Figure 18-2, Date Taken Pop-Up Window

3. Enter the date in the DD MMM YYYY format. Click the “OK” button to display the *Exception to Policy Interview*.

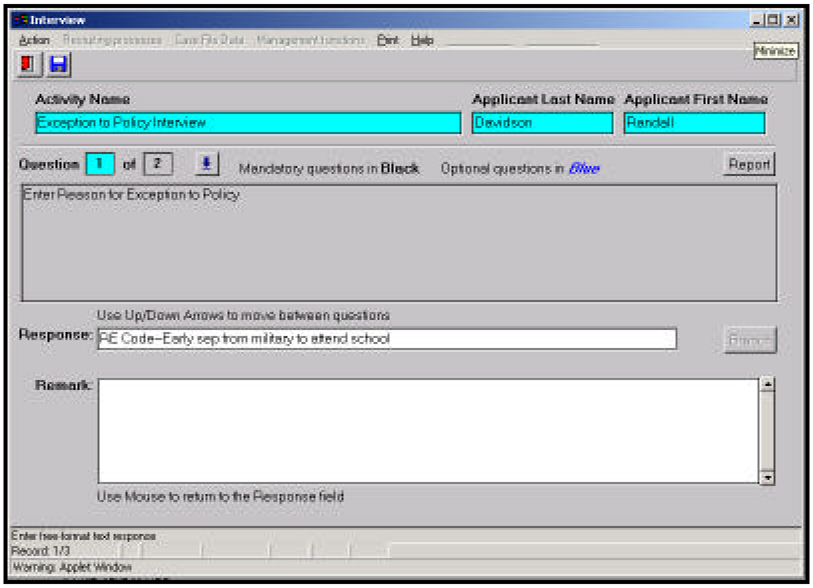


Figure 18-3, Exception to Policy Interview

NOTE: This interview contains two questions.

4. Question #1: Enter your response; e.g., Early separation from military to attend school.

5. Question #2: Click the LOV to select your response; e.g., HQ United States Air Force (USAF) or HQ Air Force Personnel Center (HQ AFPC).

6. Once you enter your responses, a pop-up message displays "At Last Question." Click the "OK" button.

7. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

18.2 Law Violations History

Purpose: Verify all waiver level law violation information is recorded.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Law Violations Screen*.

2. See section 10.10.2 for completion instructions

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

18.3 Drug Abuse History

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Drug Use Screen*.

2. See section 10.11 for completion instructions.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

18.4 Relatives and Associates

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Relatives and Associates Screen*.

2. See section 11.14 for completion instructions.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

18.5 Record Actions

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Record Actions Screen*.

2. See section 14.5 for completion instructions.

3. Click the “Save” button, and then click the “Exit button to return to the *Workflow Select Screen*.

19.0 FINANCIAL ELIGIBILITY DETERMINATION (FED)

19.1 Financial Determination

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Financial Determination Interview*.

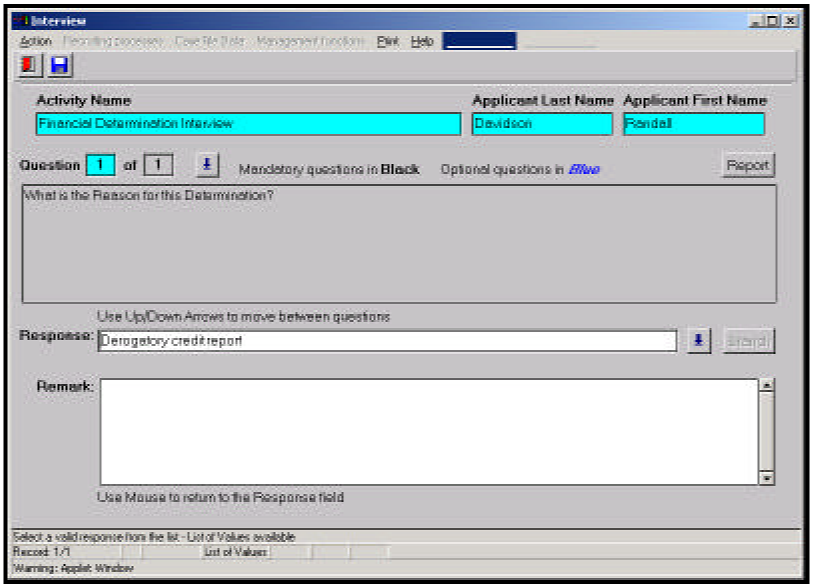


Figure 19-1, Financial Determination Interview

2. Click the LOV to select your response; e.g., Derogatory Credit Report.

3. Once you select your response, a pop-up message displays "At Last Question."

4. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

19.2 Applicant Financial Data

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Applicant Financial Data Screen*.

2. See section 13.2 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen.*

19.3 Consumer and Personal Debts

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Consumer and Personal Debt Screen*.

2. See section 11.13.6 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen.*

19.4 Relatives and Associates

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Relatives and Associates Screen*.

2. See section 11.14 for completion instructions.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

19.5 Record Actions

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Record Actions Screen*.

2. See section 14.5 for completion instructions.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

20.0 MORALS WAIVER/DETERMINATION WORKFLOW

20.1 Morals Waiver/Determination Interview

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Morals Waiver/Determination Interview*.

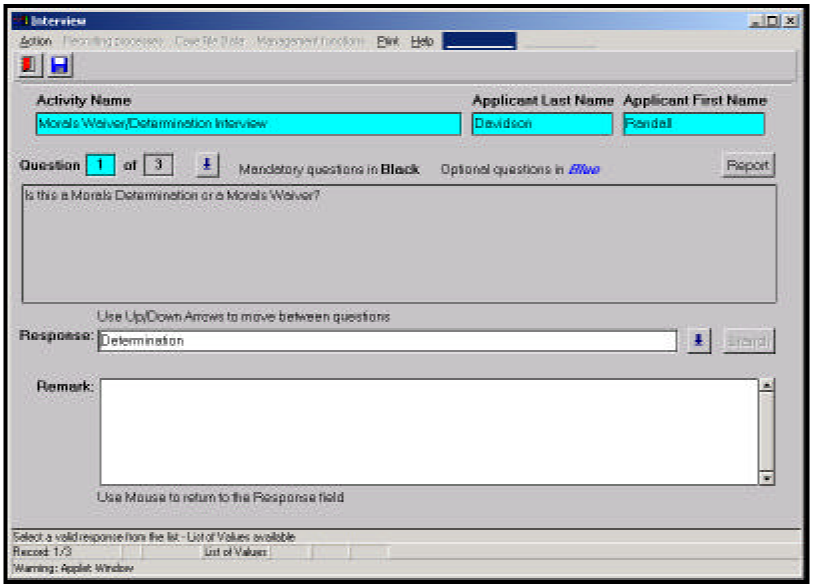


Figure 20-1, Morals Waiver/Determination Interview

NOTE: This interview contains three questions.

2. Click the LOV to select your responses. Once you enter your response, a pop-up message displays "At Last Question." Click the "OK" button.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.2 Law Violations History

Purpose: Verify all waiver level law violation information is recorded.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Law Violations Screen*.

2. See section 10.10.2 for completion instructions

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.3 Drug Abuse History

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Drug Use Screen*.

2. See section 10.11 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.4 Relatives and Associates

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Relatives and Associates Screen*.

2. See section 11.14 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

20.5 Record Actions

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Record Actions Screen*.

2. See section 14.5 for completion instructions.

3. Click the "Save" button, and then click the "Exit button to return to the *Workflow Select Screen*.

21.0 OTHER DETERMINATIONS WORKFLOW

21.1 Other Determinations Interview

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Select Occurrence Pop-Up Window*.

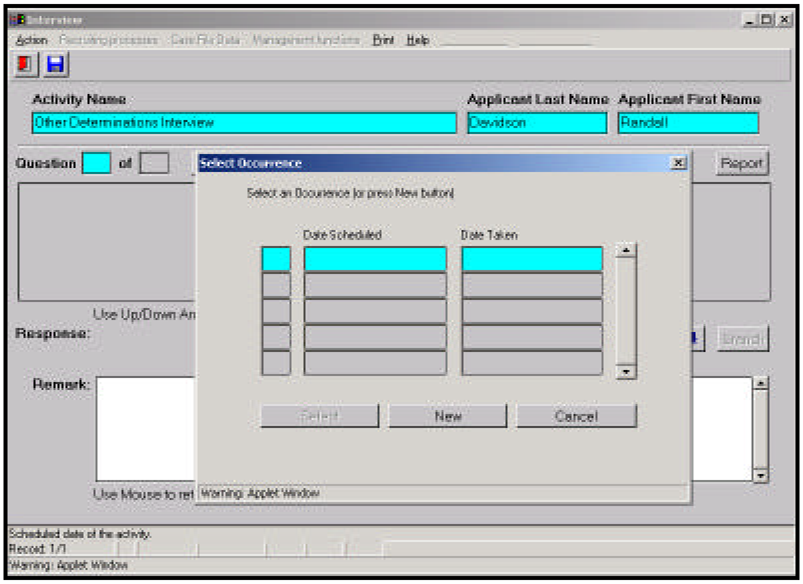


Figure 21-1, Select Occurrence Pop-Up Window

2. Click the "New" button to display the *Date Taken Pop-Up Window*.

Figure 21-2, Date Taken Pop-Up Window

3. Enter the date in the DD MMM YYYY format. Click the "OK" button to display the *Other Determinations Interview*.

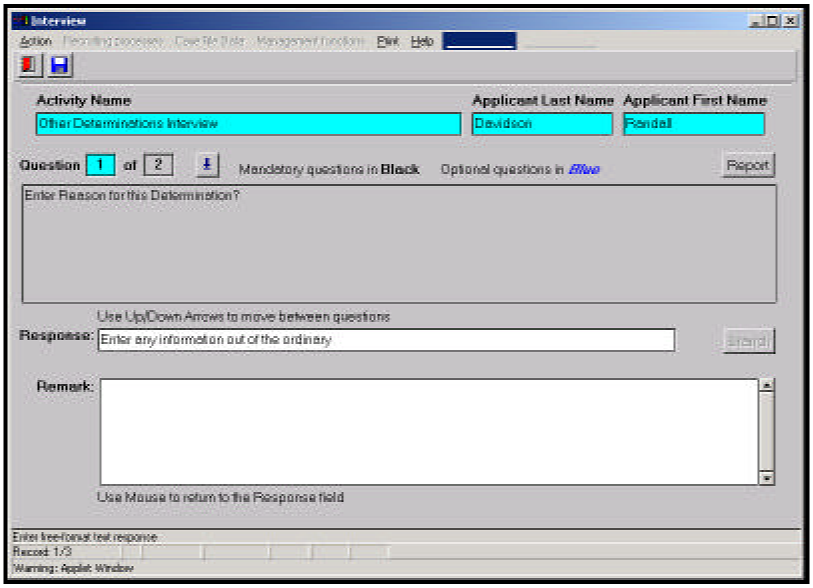


Figure 21-3, Other Determinations Interview

NOTE: This interview contains two questions.

4. Question #1: Enter your response (freeform).

5. Question #2: Click the LOV to select your response; e.g., HQ AFRS or HQ AFPC.

6. Once you enter your responses, a pop-up message displays "At Last Question." Click the "OK" button.

7. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

21.2 Law Violations History

Purpose: Verify all waiver level law violation information is recorded.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Law Violations Screen*.

2. See section 10.10.2 for completion instructions

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen*.

21.3 Drug Abuse History

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Drug Use Screen*.

2. See section 10.11 for completion instructions.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

21.4 Relatives and Associates

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Relatives and Associates Screen*.

2. See section 11.14 for completion instructions.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

21.5 Record Actions

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Record Actions Screen*.

2. See section 14.5 for completion instructions.

3. Click the “Save” button, and then click the “Exit button to return to the *Workflow Select Screen*.

22.0 PHYSICAL WAIVER WORKFLOW

22.1 Physical Waiver Interview

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Physical Waiver Interview*.

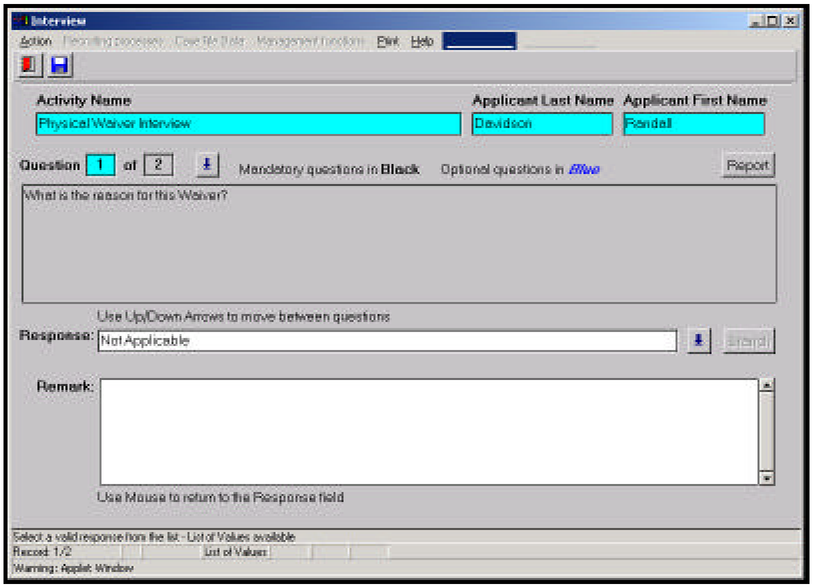


Figure 22-1, Physical Waiver Interview

2. Click the LOV to select your responses. Once you enter your responses, a pop-up message displays “At Last Message.” Click the “OK” button.

3. Click the “Save” button, and then click the “Exit” button to return to the *Workflow Select Screen*.

22.2 Record Actions

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *Record Actions Screen*.

2. See section 14.5 for completion instructions.

3. Click the “Save” button, and then click the “Exit button to return to the *Workflow Select Screen*.

23.0 SPECIAL: RE CODE WAIVER WORKFLOW

1. From the *Workflow Select Screen*, click the “Run Screen” button to display the *RE Code Waiver Workflow*.

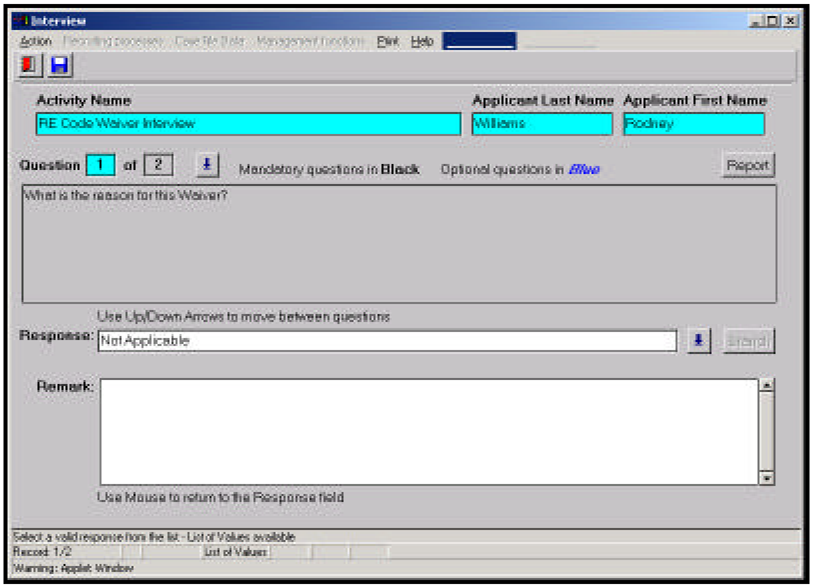


Figure 23-1, RE Code Waiver Interview

NOTE: This interview contains two questions.

2. Click the LOV to select your response.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen* and the *"Law Violations History"* interview.

23.1 Law Violations History

Purpose: Verify all waiver level law violation information is recorded.

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Law Violations Screen*.

2. See section 10.10.2 for completion instructions

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen* and the *"Drug Abuse History"* interview.

23.2 Drug Abuse History

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Drug Use Screen*.

2. See section 10.11 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen* and the *"Relatives and Associates"* interview.

23.3 Relatives and Associates

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Relatives and Associates Screen*.

2. See section 11.14 for completion instructions.

3. Click the "Save" button, and then click the "Exit" button to return to the *Workflow Select Screen* and the *"Record Actions"* interview.

23.4 Record Actions

1. From the *Workflow Select Screen*, click the "Run Screen" button to display the *Record Actions Screen*.

2. See section 14.5 for completion instructions.

3. Click the "Save" button, and then click the "Exit button to return to the *Workflow Select Screen*.

24.0 ACCEPTING/CREATING SCHOOLS

24.1 View/Accept Schools Screen

Purpose: Allows you to view schools and media organizations.

IMPORTANT: IF YOU NEED TO CREATE A SCHOOL, CALL THE HELP DESK.

Purpose: Allows you to accept and create school sub-programs to replace school folders.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Manage Recruiter Activities**>.

3. Then click <**Manage School/Media Programs**>.

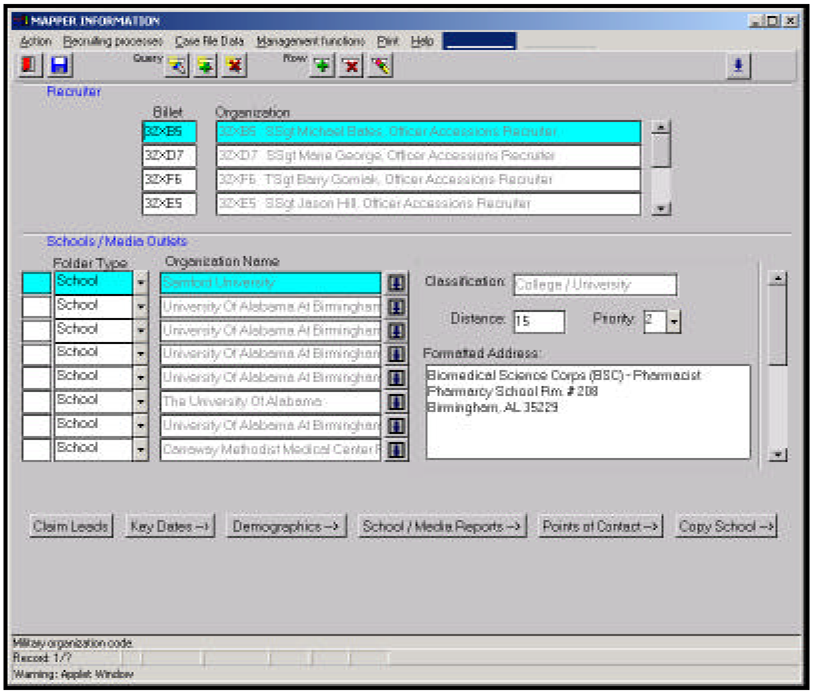


Figure 24-1, Mapper Information Screen

During the initial setup of the school programs there will be two screens: one to view or accept all programs for the recruiter who logged in and a second screen to create sub-programs within the schools.

Parts of the Screen:

Recruiter Block (For information purposes only and selection of lower billets in the hierarchy).

4. Billet: Identifies the billets that can be selected.

5. Organization: Displays the Office billet, the name of the occupant of the billet and the role.

Schools/Media Outlets Block

6. Folder Type: Displays the organization type; e.g., School or Marketing.

7. Organization Name: Displays the name of the school or media organization.

8. Classification: Displays the sub-type of the organization selected; e.g., High School, Vo-Tech, TV, Radio.

9. Distance: Displays the distance, in miles, the organization is from the owning billet.

10. Priority: Displays the priority of the organization.

11. Formatted Address: Displays the address of the selected organization.

12. To accept a school, select the “Folder Type—School.” Click the “Select Organization” button to the right of the Organization Name to display the *Select Organization Screen*.

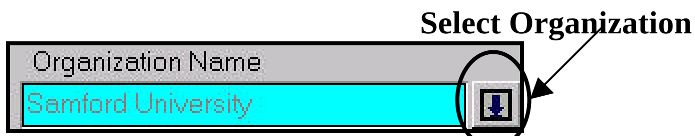


Figure 24-2, Select Organization Button

This gives you a list of schools with programs not modifiable. Most of the schools are stored in a database in AFRISS—this allows you to locate your school from the organization list.

13. Enter a partial name of your school or hospital in the Partial Org Name field with a % sign used as a wild card either before or after the name entered.

14. After you select the school, click the “Copy School” button. It automatically updates the list of schools for which you are responsible.

NOTE: Be as specific as possible in your query to narrow down the search.

24.2 Copy School Screen

Purpose: Allows you to create sub-programs within a school.

1. From the Mapper Information Screen, click the “Copy School” button.

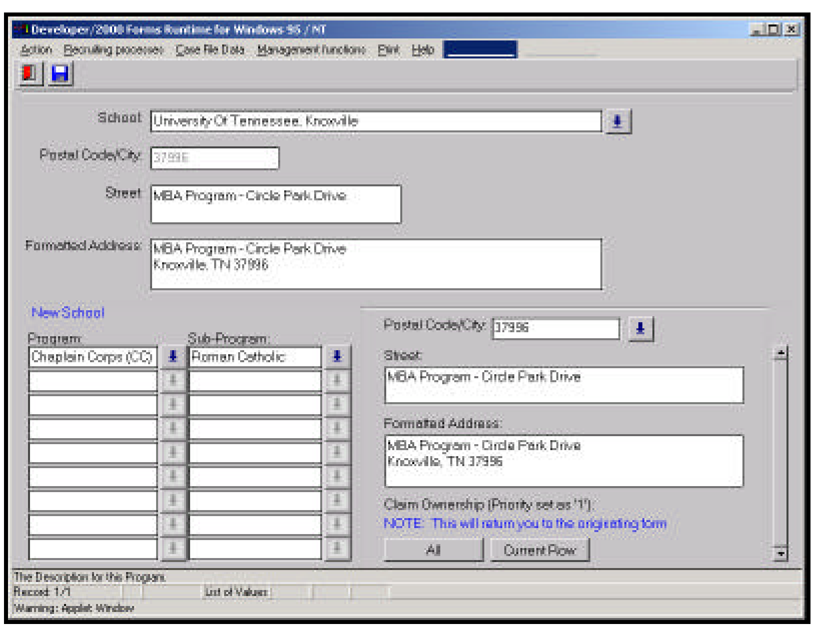


Figure 24-3, Copy School Screen

2. To find the school, click the LOV next to the right of the School field.

3. This displays a list of all schools called the *Valid Schools Screen*. By entering your school's name in the Find field (or characters that are part of the name, e.g., John Hopkins College could be found by typing %hopkins%) locates all schools with "hopkins" anywhere in the text.

4. Click the “Find” button. If you cannot locate your school then call the Customer Support Center and they will need to add it to the list.

5. Press the <**Tab**> key to navigate to the next block. **NOTE:** School address appears but the specific program may not appear in the **Street** and **Formatted Address Blocks.**

6. Program: Click the LOV to select the program; e.g., Chaplain Corps.

7. Sub-Program: Click the LOV to select the sub-program; e.g., Roman Catholic.

8. Use your mouse to move your cursor to the **Street Block**.

9. Edit the information to add program, residency, department and change addresses. Hint: Use the same heading as under the Sub-Program to the left.

10. Click the “Save” button.

11. Place your cursor in the next empty Program field and repeat steps 6 & 7 until all sub-programs within the school are created. You can save all of the rows just entered by clicking the “All” button or just the current row where the curser is by clicking the “Current Row” button. Once you click either the “All” or “Current Row” button, you will return to the *School/Media Assignment Screen*. The programs appear in the **Schools/Media Outlets Block**.

12. Click the “Save” button, and then click the “Exit” button.

25.0 SCHOOL PROFILES

Purpose: Allows you to record school folder information (used to establish ownership) into AFRISS.

Figure 25-1, Button Selections (View/Accept Schools Screen)

25.1 Claim Leads

Purpose: Allows you to claim responsibility for all leads loaded against a school as long as a PIR has not been initiated.

25.2 Key Dates

Purpose: Allows you to record key dates such as school starting dates, ending dates and graduation dates.

1. From the *Mapper Information Screen*, click the "Key Dates" button to display the *Key Dates Screen*.

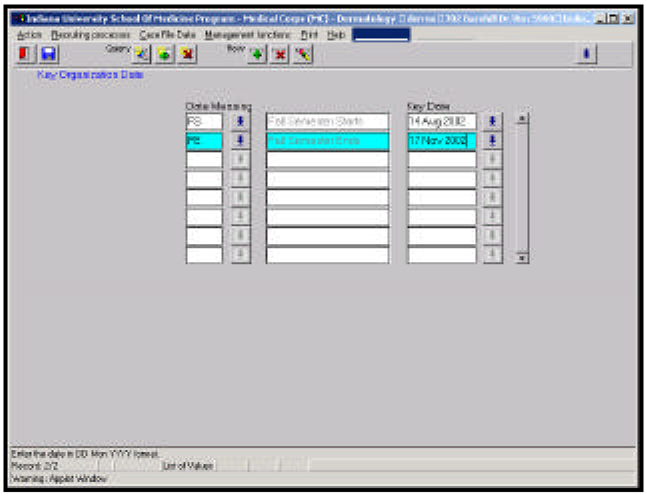


Figure 25-2, Key Dates Screen

2. When this screen is called, the cursor is in the Date Meaning field. Click the LOV to select the meaning.

3. Highlight the applicable "Key Date," and click the "OK" button to select it.

4. Press the <**Tab**> key to move the cursor to the Date field.

5. Enter the date the event is scheduled in the DD MMM YYYY format; e.g., 14 Aug 2002. Otherwise, click the LOV to select the date (AFRISS calendar).

6. Click the "Save" button on the toolbar to commit the key date. Select the next available row to add another key date.

7. Click the "Save" button, and then click the "Exit" button to return to the *Mapper Information Screen*.

25.3 Demographics

Purpose: Used to record a school or program student population broken down by year and year groups (population).

1. From the *Mapper Information Screen*, click the "Demographics" button to display the *Demographics Screen*.

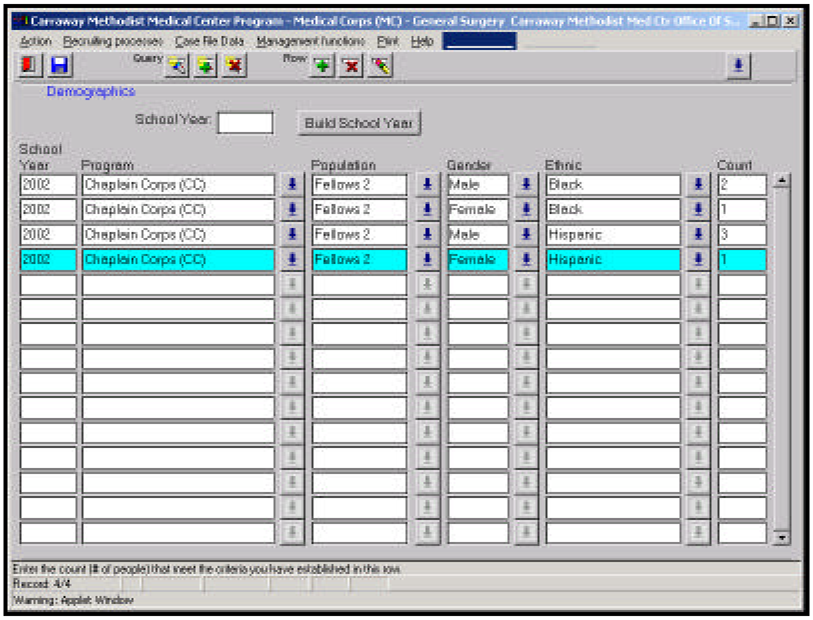


Figure 25-3, Demographics Screen

Parts of the Screen and Steps to Follow:

Demographics Block

NOTE: Top School year and Build school year are not used for OA.

2. School Year: Enter the year in the YYYY format; e.g., 2002 and press the <**Tab**> key.

3. Program: Click the LOV to select the program; e.g., Officer, Line, and then click the "OK" button. Press the <**Tab**> key.

4. Population: Click the LOV to select the population group; e.g., Juniors. Press the <**Tab**> key.

5. Gender: Click the LOV to select the gender; e.g., Male or Female. Press the <**Tab**> key to leave it blank.

6. Ethnic: Click the LOV to select a valid ethnic group; e.g., Black, Hispanic, or Other. Press the <**Tab**> key.

7. Count: Enter the number students falling into the category; e.g., 10.

8. Click the "Save" button on the tool bar to commit the record.

9. Once you have completed the demographic information for the select school and school year, and the records are committed, click the "Exit" button.

25.4 School/Media Reports

Purpose: Allows you to select reports that may be printed on the schools.

1. From the *Mapper Information Screen*, click the "School/Media Reports" button to display the *School/Media Folders Screen*.

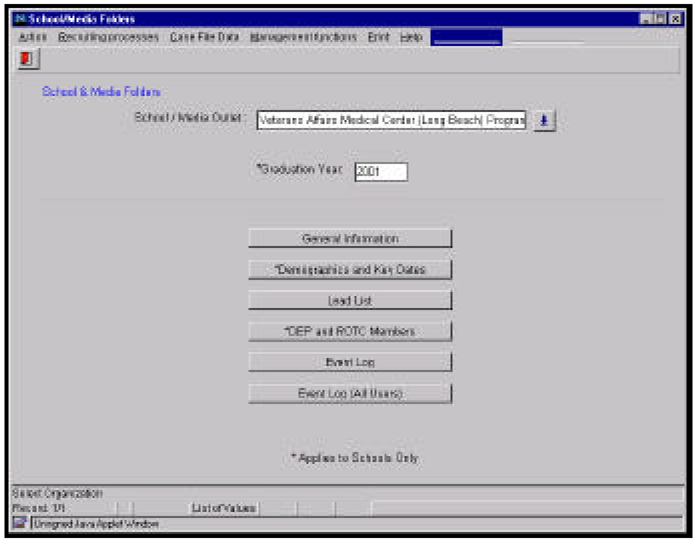


Figure 25-4, School/Media Reports Screen

School & Media Folders Block

2. School/Media Outlet: Click the LOV to select the organization; e.g., Indiana University School of Medicine Program.

3. *Graduation Year: Enter the graduation year in the YYYY format; e.g., 2002. Reports are based on the year selected.

4. General Information: Displays the school's address, direction, telephone and points of contact.

5. *Demographics and Key Dates: Displays schools, demographics and key dates to include career day, base tour, and last flight chief visit.

6. Lead List: Displays name, home phone, and address.

7. *DEP and Reserve Officer Training Corps Members: Displays commissioned applicants and Deppers (OTS).

8. Event Log: Displays all events recorded in planning guide based on the year selected. Be specific about school and program.

9. Event Log (All Users): Displays all events.

10. Click the “Save” button, and then click the “Exit” button.

25.5 Points of Contact

Purpose: Allows you to list the key contact personnel in the school or hospital.

1. From the *Mapper Information Screen*, click the “Points of Contact” button to call the *Points of Contact Screen*.

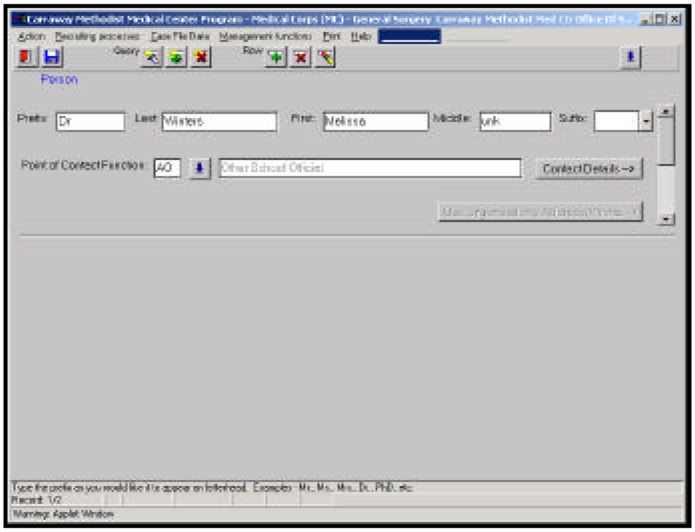


Figure 25-5, Points of Contact Screen

Parts of the Screen and Steps to Follow:

Person Block

2. Prefix. Enter the individual’s prefix, if applicable; e.g., Dr.

3. Last: Enter the individual’s last name; e.g., Winters.

4. First: Enter the individual’s first name; e.g., Melissa.

5. Middle: Enter the individual’s middle name. If no middle name, enter NMN. If unknown, enter UNK.

6. Suffix: Click the LOV to select a suffix, if applicable.

7. Point of Contact Function: Click the LOV to select the individual’s function; e.g., Other School Official. The full title will display in the field to the right.

8. “Use Organization’s Address/Phone” button: Click this button if would like to use the same organizational information.

9. "Contact Details" button: Click this button to display the *Contact Data Screen* (see section 11.6.3).

NOTE: If you need to add a new point of contact, click the "Add Row" button (green plus sign) on the toolbar. If you need to make a change to a point of contact, press the <**DOWN ARROW**> key until the contact appears and make changes as required. If you need to delete a contact because he/she is no longer at the organization, press the <**DOWN ARROW**> key until the contact appears. Then click the "Delete Row" button on the toolbar.

10. Click the "Save" button, and then click the "Exit" button.

26.0 MEDIA STATIONS

Purpose: Allows you to input media stations that are the responsibility of the zone.

NOTE: Media stations are not in a database like schools are. You will have to create them.

26.1 Media Station Creating/School Acceptance

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Manage Recruiter Activities**>.

3. Then click <**Manage School/Media Programs**> to display the *Mapper Information Screen*.

4. Ensure you have highlighted the proper billet. Press the <**Tab**> key to navigate to the **School/Media Outlets Block**.

School/Media Outlets Block

5. If the block is full, click the box to the left of the Folder Type field, and then click the "Add Row" button (green plus sign) at the top of the screen.

6. Folder Type: Click the drop-down menu button to select <**Marketing**>.

7. Click the "Select Organization" button to display the *Select Organization Screen*.

8. Enter the name of the radio/TV or newspaper media outlet, city, state, etc. Then click the "Apply Filter" button. If the media outlet is not listed, the Organization field will enable. Once again, type the name of the media outlet.

9. Type: Click the LOV to select the marketing type; e.g., Newspaper, Radio, or TV.

10. Click the "Contact Data" button at the bottom of the page and enter the Zip Code, address and phone/fax/email of the media you have created. Click the "Return" button, and then click the "Accept" button.

11. Click the "Save" button, and then click the "Exit" button.

26.2 Media Profile

"School/Media Reports" button: Click this button for a selection of reports that can be printed on the schools.

"Points of Contact" button: List the key contact personnel in the media outlet. You may list more by clicking the "Add Row" (green plus sign) button.

27.0 SCHEDULE, PLAN AND DOCUMENT THE RESULTS

(Taking credit for your efforts)

Purpose: Allows you to document recruiter activities (planning tool) and create lead lists.

27.1 Planning your Events

Purpose: Allows you to document the planning and results of all recruiting activities normally recorded on a paper-planning guide.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Manage Recruiter Activities**>.

3. Then click <**Document Recruiting Activities**> to display the *Event Description Screen*.

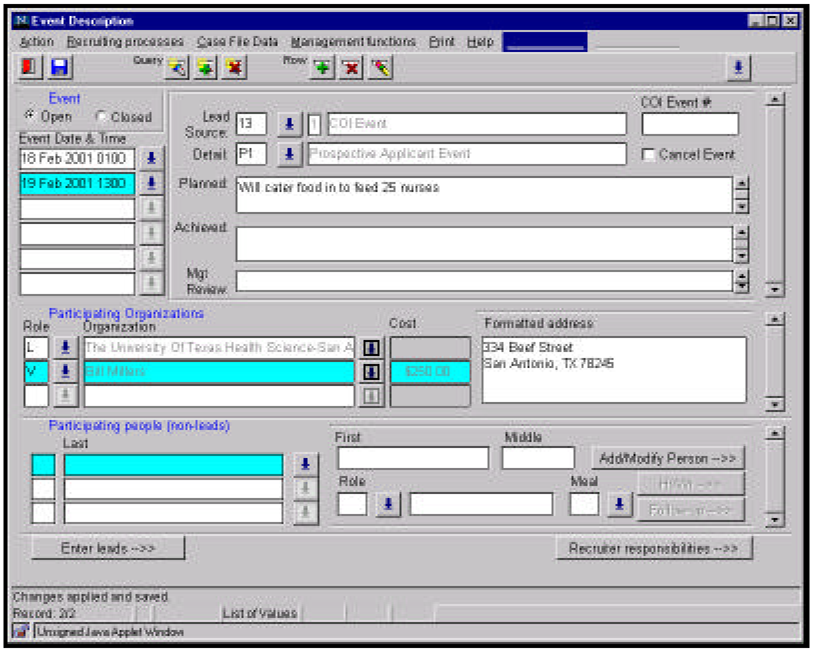


Figure 27-1, Event Description Screen

Event Block

4. Event Date & Time - Enter event date and time; otherwise, click the LOV to select the date and time (AFRISS calendar). Visits may be planned for one year out or more. If the block is filled, click the "Add Row" button.

5. Lead Source: Used to enter the name of the recruiting event to obtain prospects. Click the LOV to select the lead source; e.g., Center of Influence (COI) Event, Air Show. There are several choices included in the LOV (details are provided for the seven events listed below):

- School Visits
- COI Leads
- Non-Lead Events
- Event Leads
- Recruiter Generated Mail (RGM) Planning
- Recruiter Responsibilities

6. Detail: Click the LOV to select a sub-program; e.g., Military.

7. Planned: Enter a statement regarding what you plan to accomplish at the event.

8. Achieved: Do not enter any information until your event has ended or it has been canceled. Remarks may be entered immediately after the event. A comprehensive word picture describing the event would be entered in this field. If you need more space for entry, press <**Ctrl+e**>.

9. Management Review: Allows the flight chief to review and provide comments about the event.

Participating Organizations Block

10. Role: Click the LOV to select the organization's role; e.g., Location.

11. Organization: Click the "Select Organization" button to choose the school, media, etc. for which you are responsible. Otherwise, you must add the organization. The Partial Org Name field appears. Type the % sign, the partial name of the organization you wish to enter, and the % sign following. Click the "Apply Filter" button and select the organization.

12. Cost: Enter cost (for vendors only) in dollars and cents (include $ sign); e.g., $250.67.

13. Formatted Address: Automatically generates.

Participating People (Non-Leads) Block

14. Last: Click the LOV to select the name (points of contacts from schools previously entered). This list consists of non-lead participants. Individuals and contact data not included on this list may be entered in the next block.

15. Click the "Add/Modify Person" button to navigate to the *Add Non-Lead Participating People Screen*. Type the person's last name, first name, middle name and suffix (if applicable).

16. Click the "Contact Details" button to navigate to the *Contact Details Screen*. Enter all required information.

17. You may either click the "Enter Leads" button or the "Recruiter Responsibilities" button. If you choose the "Enter Leads" button, you navigate to the *Create Lead Screen*. By clicking the "Recruiter Responsibilities" button, you may add a fellow recruiter who will accompany you, and the information will transfer to his/her *Event-Planning Screen*.

18. You may cancel an event using the Cancel Event field. This must be done prior to entering Achieved remarks or entering leads; once this is done, you cannot cancel it.

NOTE: If during the school visit you met two students interested in Air Force opportunities, you can record their names on this screen to get credit for them in the school folders and enter them as leads to follow up with them. Click the "Enter Leads" button. This takes you to the *Create Lead Screen*.

27.2 COI

Purpose: Used as an indispensable tool to document the planning and results of all recruiting activities normally recorded on a paper-planning guide.

NOTE: This process is similar to the School Visits process. The difference is the addition of the location, vendor, meal cost and whether or not the applicants eat.

27.3 Non-Lead Events

This event is used to document/plan all non-lead generating activities (personal or military appointments) such as training, flight meetings, medical.

1. Navigate to the *Event Description Screen*. Place the cursor in the Event Date & Time field, and then click the “Add Row” button.

2. Click the LOV to select the date and time.

3. <u>Lead Source</u>: Click the LOV to select the lead source; e.g., Other Military Event.

4. <u>Planned</u>: Enter remarks concerning personal appointments.

5. Click the “Save“ button, and then click the “Exit” button.

27.4 Leads

For every type of recruiting event the recruiter attends under the lead source, you can enter new leads by clicking the “Enter Leads” button.

1. Click the “Enter Leads” button to navigate to the *Create Lead Screen*. This screen is used to enter all leads except walk-ins or call-ins.

2. Ensure you choose the correct program and graduation year (school leads). You can enter multiple programs and grad years by using the “Add Row” button.

3. Leads entered that are neither duplicate checked, accepted or rerouted remain in a dormant state and cannot be worked. You may access them by clicking the “Unaccepted Leads” radio button on the *Select Lead/Applicant Screen*. These leads are identified in various reports as “leads in limbo.” It is important to finish the process of duplicate checking, accepting or rerouting all entered leads. Leads entered here do not show up on any lead list until they are accepted.

NOTE: Mandatory information to accept a lead is Name, Gender and Contact Information.

If the event-created leads are not yours, you can get credit for lead generation. Check re-route next to all names to be re-routed. When you click the "Re-Route" leads button they will automatically be sent to the correct recruiter for the lead. (For the lead to be routed correctly they MUST have a complete correct address, so MAPINFO can determine which recruiter should receive it.)

28.0 ZONE MARKET SURVEY DATA SCREEN

Purpose: This functionality was developed to provide recruiters with the ability to collect data used to complete the AETC Form 1389, Market Survey. Prior to releasing this functionality, the information for the Zone Market Survey was not stored in the AFRISS database.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Manage Recruiter Activities**>.

3. Then click <**Zone Market Survey Data**> to display the *Zone Market Survey Data Screen* (see figure 28-1).

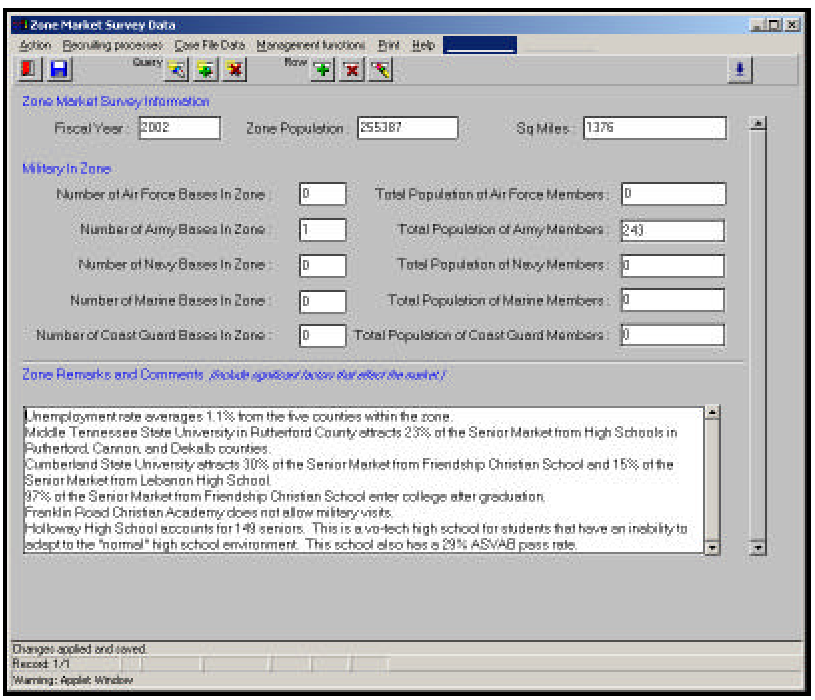


Figure 28-1, Zone Market Survey Data Screen

Parts of the Screen and Steps to Follow:

Zone Market Survey Information Block

4. Fiscal Year: Enter the fiscal year this data is being collected for in the YYYY format; e.g., 2002.

5. Zone Population: Enter the population of the zone for that billet; e.g., 255387.

6. Sq Miles: Enter the total square miles covered by the billet's zone; e.g., 1376.

Military in Zone Block

7. Number of Air Force Bases In Zone: Enter number of Air Force bases in the billet's zone; e.g., 0.

8. Total Population of Air Force Members: Enter total number of Air Force members within the billet's zone; e.g., 0.

9. Number of Army Bases In Zone: Enter number of Army bases in the billet's zone; e.g., 1.

10. Total Population of Army Members: Enter total number of Army members within the billet's zone; e.g., 243.

11. Number of Naval Bases In Zone: Enter number of Navy bases in the billet's zone; e.g., 1.

12. Total Population of Navy Members: Enter total number of Navy members within the billet's zone; e.g., 0.

13. Number of Marine Bases In Zone: Enter number of Marine bases in the billet's zone; e.g., 0.

14. Total Population of Marine Members: Enter total number of Marine members within the billet's zone; e.g. 0.

15. Number of Coast Guard Bases In Zone: Enter number of Coast Guard bases in the billet's zone; e.g., 0.

16. Total Population of Coast Guard Members: Enter total number of Coast Guard members within the billet's zone; e.g., 0.

Zone Remarks and Comments Block

17. Enter information pertaining to the billet's zone, including information that has an impact on the zone's market; e.g., employment rates, colleges and statistical data relative to your market.

18. Click the "Save" button, and then click the "Exit" button.

30.0 RECRUITER REPORTS

Purpose: Allows you to select a recruiter report for printing.

1. From the *AFRISS Main Menu Screen*, click <**Print**>.

2. Click <**Recruiter Reports**>.

3. Then click (highlight) the desired program; e.g., NC.

4. Finally, click the "OK" button to display the *Recruiter Reports Screen*.

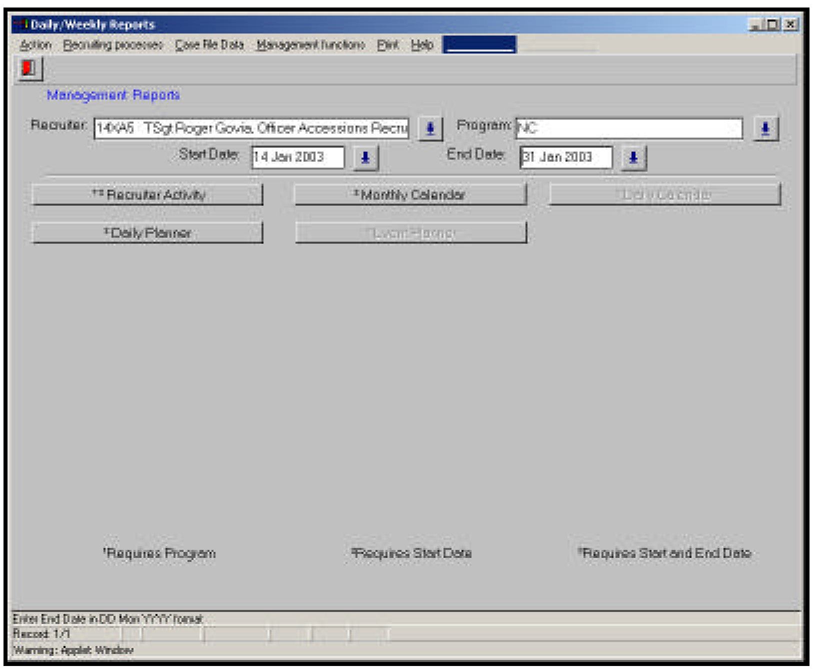


Figure 30-1, Recruiter Reports Screen

Parts of the Screen and Steps to Follow:

Management Reports Block

5. Recruiter: Automatically displays recruiter's information; however, if you are at the Flight Chief or above level, click the LOV to make your selection.

6. Program: Automatically displays. If you would like to change the program, click the LOV.

7. Start Date: Automatically displays current date. If you would like to change the date, click the LOV (AFRISS calendar).

8. End Date: Automatically displays the last day of the current month. If you would like to change the date, click the LOV (AFRISS calendar)

9. "Recruiter Activity" button: Click to display the recruiter's weekly activities.

10. "Daily Planner" button: Click to display appointments, follow ups, applicants who have activities that need to be completed by the recruiter or someone above the recruiter's level, and planned events.

11. "Monthly Planner" button: Click to display planned events in a monthly calendar format.

12. "Event Planner" button: Not used at this time.

13. "Daily Calendar" button: Not used at this time.

14. Once you select the report, Adobe Acrobat displays the report on the screen. To print the actual report, you must click the "Print" button in Adobe Acrobat once the report is displayed.

15. To exit Adobe Acrobat, click the "X" in the top right-hand corner of the report to return to the *Recruiter Reports Screen*.

16. Click the "Exit" button to return to the *AFRISS Main Menu*.

31.0 MARKETING REPORTS

Purpose: Allows you to select a marketing report for printing.

1. From the *AFRISS Main Menu Screen*, click <**Print**>.

2. Then click <**Marketing Reports**>.

3. Click (highlight) the desired program; e.g., NC.

4. Click the “OK” button to display the *Marketing Reports Selection Screen*.

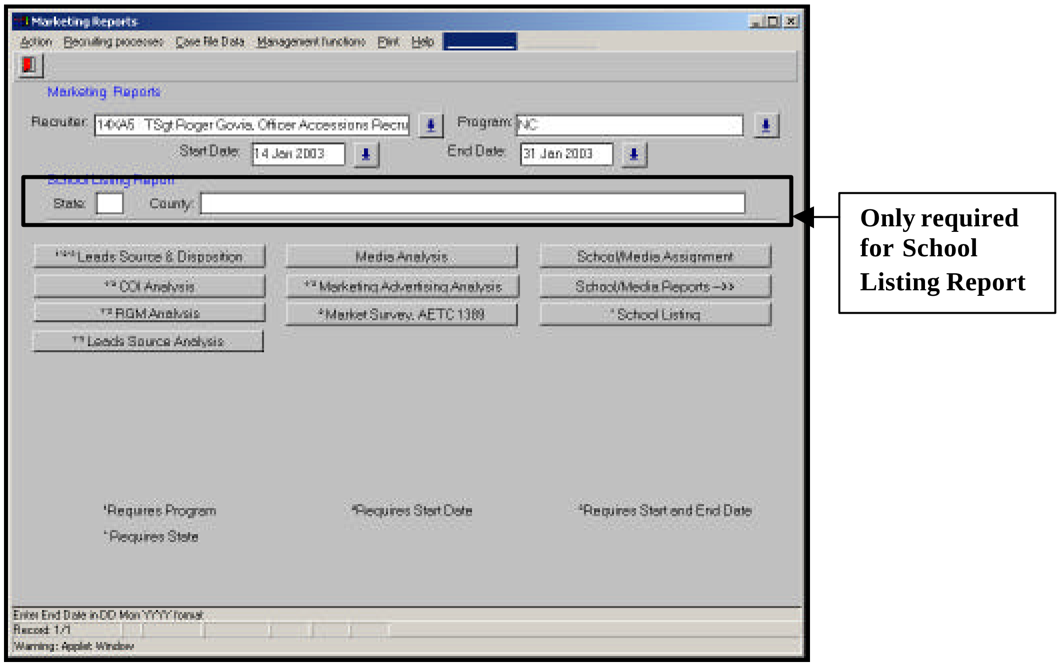


Figure 31-1, Marketing Reports Screen

Marketing Reports Block

5. Recruiter: Automatically displays recruiter’s information; however, if you are at the Flight Chief or above level, click the LOV to make your selection.

6. Program: Automatically displays. If you would like to change the program, click the LOV.

7. Start Date: Automatically displays current date. If you would like to change the date, click the LOV (AFRISS calendar).

8. End Date: Automatically displays the last day of the current month. If you would like to change the date, click the LOV.

School Listing Report Block (Not applicable unless used for School Listing Report)

9. State: Enter the two-letter abbreviation for the state; e.g., TX.

10. County: Leave blank for all counties within the state; otherwise, enter the partial or full name of the county; e.g., Bexar.

Other Reports

11. “Leads Source and Distribution” button: Lead source breakout—number of leads by event.

12. “COI Analysis” button: Number of leads generated by COI—number breakdown to cost.

13. “RGM Analysis” button: Breakdown of RGM sent to leads received—disposition of leads sent RGM.

14. “Leads Source Analysis” button: Breakdown of all lead sources of leads received.

15. “Media Analysis” button: Displays media events.

16. “Marketing Advertising Analysis” button: Interest/Information supplied by recruiters in pre-qualification.

17. “Market Survey, AETC 1389” button: Can only be printed at the recruiter level.

18. “School/Media Assignment” button: Listing of all school/media outlets.

19. “School/Media Reports” button: Reports for each school/media outlet.

20. “School Listing” button: Listing of schools by state and county.

21. Once you select the report, Adobe Acrobat displays the report on the screen. To print the actual report, you must click the “Print” button in Adobe Acrobat once the report is displayed.

22. To exit Adobe Acrobat, click the “X” in the top right-hand corner of the report to return to the *Marketing Reports Screen*.

32.0 PROSPECTING

32.1 Recruiter Responsibilities

Telephone prospecting and RGM may be tracked, documented and planned in AFRISS.

32.2 Telephone

Purpose: Allows you to phone prospect to all lead sources. There are four ways to get leads into AFRISS:

- National Leads: You accept these by reviewing newly received leads. Refer to *Review New Leads Screen*. These are Priority 1 leads! These leads are from the 1-800-423 USAF, prospects sending in mail-back cards, and rerouting.

- Applicant Generated Leads: Walk in and call-in leads entered in the *Create Lead Screen*. These are Priority 1 leads.

- Event Generated Leads: Leads obtained from recruiting prospecting efforts such as COI leads, school list, and career fair leads entered into AFRISS. They are entered via the *Event Description Screen*. Depending on the flight chief's policy, these are Priority 1, 2 and 3 leads.

- ASVAB Leads: Priorities 1, 2 and 3 leads (loaded and automatically accepted). Loaded from the daily file received from USMEPCOM. USMEPCOM will release that file based on the date indicated by the testing school.

There are **two** ways to prospect depending on the priority of leads that are to be contacted. The contact of Priority 1 leads is best by using the **first** method as follows:

Parts of the Screen and Steps to Follow:

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Select Leads/Applicants**>.

4. Program: Click the LOV to select the program; e.g., Chaplain Corps. If you do not click the Program LOV, click the "Priority 1" radio button to obtain a list of **all** Priority 1 leads. At the same time note the "Telephone Prospecting" button has appeared. Click the "Telephone Prospecting" button to go to the *Working Priority 1 Leads Screen*. This screen is the avenue to the *Telephone Prospecting Screen*. The *Working Priority 1 Leads Screen* allows the recruiter to either call the leads or work the lead. **NOTE:** The "Not Contacted" radio button is the only one selected and cannot be changed.

5. To begin telephone-prospecting click the "Call Lead" button--This takes you to the *Telephone Prospecting Screen*. **NOTE:** You won't see the words "Telephone Prospecting Screen" anywhere on the screen.

6. At the top of the screen you see the prospect's name and personal information. All prior comments may be seen without having to run the Follow-Up History Report. You must set a follow up on Priority 1 leads, but not on Priority 2 and 3 leads. You now have the ability to prospect to all of your open Priority 1 leads from one screen.

7. Ensure you make your telephone contact attempt.

8. Click the "Contacted" or "Not Contact" button to display the Remarks Editor box.

9. Enter any remarks.

10. Set a new follow-up or appointment, if desired (mandatory for Priority 1 leads). The system will remind you if it is a P1 lead.

11. Click the "Next Lead" button to move to the next lead in the list.

12. When you are done, click the "Return" button to go back to the list of names.

13. "CCMAPPEDDS" and "Height/Weight" buttons are available to use if you contact the applicant.

The **second** way to telephone prospect is by following these steps. It is the method used to refine leads from lists entered though the *Event Description Screen* (e.g., school lists).

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Conduct Telephone Prospecting**>.

4. Click the "School Leads" or the "Marketing Lead Lists" radio button to view leads from one or the other, and then click the "Apply Filter" button.

NOTE: The query function may be used to query in any of the blocks on this screen.

5. Highlight the list you want to prospect from and click the "Details" button.

The selection of names will vary depending on your choice of one of the following:

- -Not Contacted: Leads never contacted.
- -Closed: Closed Leads in the list (e.g., disqualified, not interested).
- -Suspended: Leads put in limbo to re-contact them at a later date (e.g., will grad at a later date but are still interested, getting off probation).
- -All: All leads.

6. If the list you selected is a school list, you can check the "Entire School List" box to telephone-prospect the entire school list for the school year you have selected.

7. Click the "Call Lead" button to begin Telephone Prospecting. You can review the information on screen before making the call, including every comment ever made to the applicant's record.

8. Ensure you make your telephone contact attempt!!

9. Click the "Contacted" or "Not Contacted" radio button. (This will turn on the "Follow-up" and "Appointment" buttons.)

10. Enter any remarks.

11. Set a new follow-up or appointment if desired (mandatory for Priority 1 leads). The system will remind you if it is a P1 lead.

12. Click the "Next Lead" button to move to the next applicant in the list.

13. When you are done, click the "Return" button to go back to the list of names.

14. "CCMAPPEDDS" and "Height/Weight" buttons are available to use if you contact the applicant.

15. Click the "Save" button, and then click the "Exit" button.

33.0   RGM

Purpose: Allows you to generate labels for leads from a lead list. Use the Avery 5161 labels, which have two columns of ten labels (total of 20 labels per page).

1. From the *AFRISS Main Menu*, click<**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Recruiter Generated Mail (RGM)**> to display the *Work Grouped Leads Screen*.

33.1 Selecting the Lead List

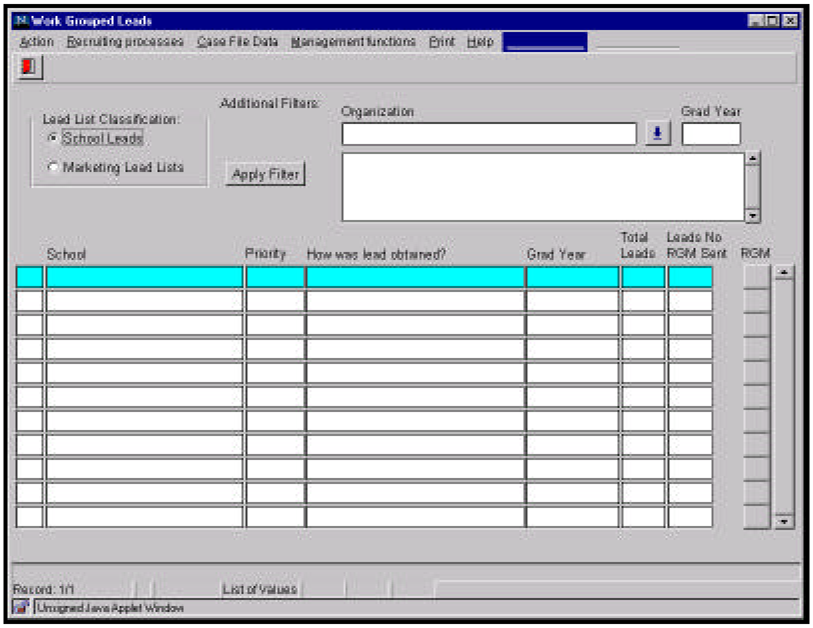


Figure 33-1, Work Group Leads Screen

Parts of the Screen and Steps to Follow:

1. Query for the lead list(s) to select from.

   a. Lead List Classification: Click the “School Leads” radio button selected for a school list or the “Marketing Lead List” radio button for a marketing lead list.

   b. Enter a school or marketing organization name in the <u>Organization</u> field or click the LOV to select a school or marketing organization for which the billet has claimed ownership. The field may be left blank to select all available school lists or marketing organizations for which ownership has been claimed depending on the lead list classification selected.

   c. Enter the grad year in the YYYY format or leave it blank. Entering a grad year will only call lead list for the year specified, if available.

   d. Click the “Apply Filter” button to get the results of the query

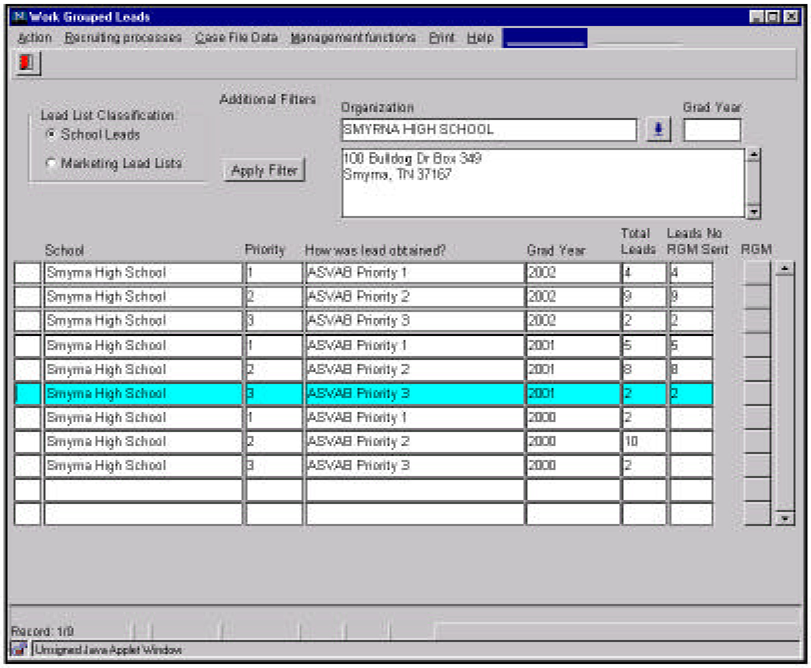


Figure 33-2, Work Grouped Leads Screen

Once a query is performed the first row will be selected.

2. The following fields are *View Only*!

3. <u>School</u>: Displays the school name the select list came from.

4. <u>Priority</u>: Displays the priority of the leads in the list.

5. <u>How was the lead obtained</u>: Displays the lead source for the list.

6. <u>Grad Year</u>: Displays the year the leads in the list are scheduled to graduate.

7. <u>Total Leads</u>: Displays the total leads in the list.

8. <u>Leads No RGM Sent</u>: Displays the number of leads on the list with no RGM attempt made. This field only displays after the row is selected.

9. Highlight the name(s) for which want to send RGM.

10. Click the "RGM" button to the right of the selected row(s). **NOTE:** Clicking the button for an unselected row calls the row the button is on, not the selected row.

33.2 Selecting the Leads to Send RGM

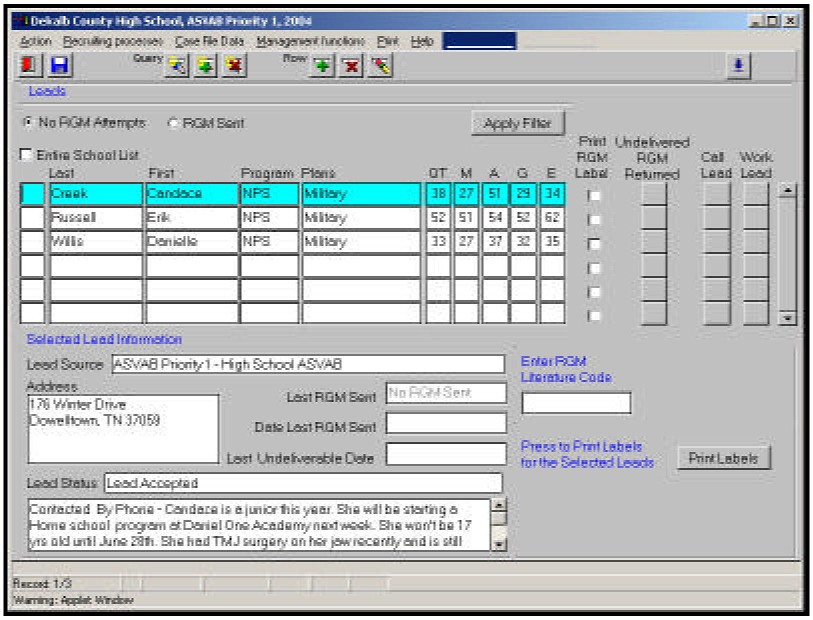


Figure 33-3, RGM Screen

Leads Block

1. “No RGM Attempts” radio button: Queries and displays all leads on the list with no RGM attempt made.

2. “RGM Sent” radio button: Queries and displays all leads on the list with an RGM attempt made.

3. “Entire School List” check box: Queries and displays all leads for the select school and grad year based on the radio button selected.

4. “Apply Filter” button: Click this button for a filtered list of leads.

5. Last: Displays the lead(s) last name.

6. First: Displays the lead(s) first name.

7. Program: Displays the lead(s) application type.

8. Plans: Not applicable.

9. QT: Not applicable.

10. A: Not applicable.

11. G: Not applicable.

12. E: Not applicable.

13. "Print RGM Label" check box: Click this box to select the leads for which a label will be printed when the "Print Label" button is clicked.

14. "Undeliverable RGM Return" button: Click this button to update an applicant as having a RGM returned. The *Contact Information Screen* displays to allow you to update the address, if required. If no RGM attempts have been made, or all RGM attempts made have already been updated as undeliverable, this function will not work.

15. "Call Lead" button: Click this button to navigate to the *Create Lead Screen* for the selected lead.

16. "Work Lead" button: Click this button to navigate to the *Work Lead Screen* for the selected lead.

Selected Lead Information Block

17. Lead Source: Displays the lead source of the selected applicant.

18. Selected Lead Address: Displays the formatted address of the selected lead. **NOTE:** This is how the address will look on the label minus the applicant's name.

19. Last RGM Sent: Displays the Literature (LIT) code of the last RGM sent to the selected applicant. Displays "No RGM Sent" if RGM has never been sent to the applicant.

20. Date Last RGM Sent: Displays the date the last RGM was sent to the select lead.

21. Last Undeliverable Date: Displays the date of the last undeliverable RGM.

22. Lead Status: Displays the status of the lead. Lead Accepted, Closed, PIR, DEP, etc. All statuses except lead accepted and closed will have the Print RGM Label check box, "Undeliverable RGM Returned" button, "Call Lead" button and "Work Lead" button turned off and not usable.

23. Remarks Box: Once an applicant is highlighted, the three instances remarks display are as follows: (1) Closed applicant—displays reason for closure. This helps negate sending RGM to an applicant who should not receive one; e.g., death or permanent disqualification (2) Open applicants—displays the last follow-up comments, and (3) Applicants with no follow up—remarks display "No follow-up comments found."

24. Enter RGM Literature Code: Allows you to enter the LIT code of the RGM sent to the selected leads. This field must be populated or a message will appear and the labels will not be produced.

25. "Print Labels" button: Click this button to prints the label report in order to print the labels.

26. Place a check in the "Print RGM label" check box for the leads for whom RGM labels are to be generated.

27. Enter an applicable RGM LIT Code in the RGM Literature Code field.

28. Click the "Print Label" button.
Result: A message appears informing you to ensure the Avery 5161 labels are loaded in the printer and to push the "OK" button after the label report is generated. The report will be generated with the names and addresses of the selected leads. Print the labels by clicking the "Print" button on the label report.

29. Click the "OK" button for the message. The list will requery and only display those leads with no RGM attempt.

34.0 RECORD ACTIONS

Purpose: Allows you to request and respond to other levels of recruiting. This screen is used for flowing information up and down the chain of command. It is used to document actions and remarks concerning those actions against an applicant and for notifications and responses between the recruiter and other levels of recruiting.

NOTE: You need to be in the *Select Leads/Applicants Screen or Create Lead Screen* and have an applicant selected to access the Record Actions features.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Select Leads/Applicants**>.

4. Click the desired radio button.

5. Select the applicant to enable the "Record Actions" button. Click the button.

6. Select from one of the three radio buttons provided.

    -Due at My Level: Requests must be responded to at this level.

-Due Above My Level: Actions due above the user's level.

-All Open Activities: All open (have not been answered) requests against this applicant at all levels.

Or select –Reset Closed Activities: Allows for any closed special activity to be reopened or reset to the Recruiter level for processing.

There are several different activity/event types. Some can be chosen and others are automatically generated by AFRISS.

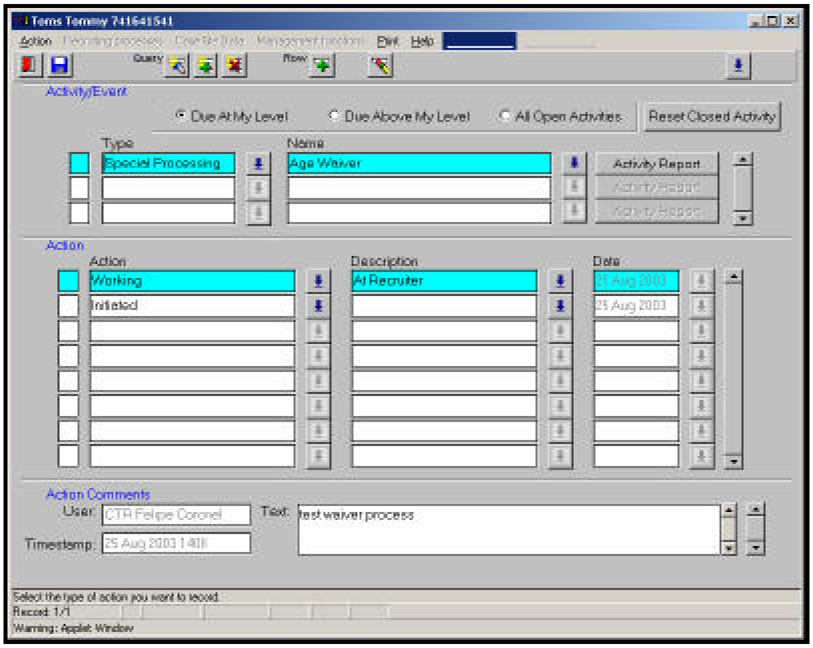


Figure 34-1, Record Actions Screen

34.1 OA Application Actions

Purpose: Review application QC results and notify the flight chief when applications are initiated and completed. This is also used for routing the application from the recruiter all the way up to the program manager.

34.1.1 Recruiter Role

Select the applicant from the *Select Lead/Applicant Screen* for subsequent routing through the chain of command to meet a selection board.

1. Click the "Record Actions" button to navigate to the *Record Actions Screen*.

2. Type: Automatically generates. "OA Application Actions" is used to designate those actions pertaining to the application being routed from the recruiter through the flight chief to the processors.

3. Name: Automatically generates.

4. The **Action Block** shows the date the application is working and QC check is required "By Recruiter."

5. Before the application can be forwarded to the flight chief, it must be quality control checked by the recruiter.

6. You recognize the QC has been completed with or without errors by viewing the Action and Description fields.

7. Click <**Applicant Reports**> to navigate to the *Applicant Reports Screen*.

8. Check the box to the left of Quality Control and click the "Print" button. This displays an Adobe Acrobat form that showing the errors on the application. You may either view it or print a hard copy.

9. Close Adobe Acrobat to return to the *Record Actions Screen*.

10. You recognize the QC has been completed with or without errors by viewing the Action and Description fields.

11. To forward the application to the flight chief, click your mouse in the Action field and click the "Add Row" (green plus sign) button. Then select from the LOV. Three choices display: Canceled, Release Application to Flight Office and Forwarded to HQ Chaplain.

12. Select "Release Application to Flight Office," and then click the "OK" button. The application will be forwarded to the flight chief once you click the "Save" button.

34.1.2 Flight Chief Role

The flight chief would be prompted to take action on this request to review the application as follows:

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Alternate Office Leads/Applicants**> to navigate to the *Work Other's Leads/Applicants Screen*.

3. The OA flight bucket being displayed allows the flight chief access to all applicants due at his/her level for a response. This screen must be kept open in order to view the data.

4. Without closing the *Work Other's Leads/Applicants Screen*, click <**Recruiting Processes**>.

5. Click <**Work Leads/Applicants Currently in the System>**.

6. Then click **<Select leads/Applicants**>.

7. Click the "Due at My Level" radio button for a list of all applicants requiring action by the flight chief.

8. Highlight one of the applicants, and then click the "Record Actions" button to display the *Record Actions Screen*.

9. The actions taken against this applicant are shown in the order from the most recent (top) to the oldest (bottom) each having a time stamp. In this case, a QC check (see Steps 10–13) is required by the flight before the application can be submitted up the chain.

To perform a QC check, follow these steps:

10. From the *AFRISS Main Menu*, click <**Print**>.

11. Click <**Applicant Reports**> to display the *Applicant Reports Screen*.

12. Check the box to the left of "Quality Control" and click the "Print" button. This displays an Adobe Acrobat form showing the errors on the application. You may either view it or print a hard copy.

13. Click the "Exit" button to return to the *Record Actions Screen*.

14. Once the flight chief completes the QC check on the application, it can be forwarded up to the processors with or without errors. The flight chief's next action options may be viewed by adding a row to the **Action Block**.

15. Place the cursor in one of the Action fields and click the "Add Row" button.

16. Highlight "Forwarded to AFRS Processors" and click the "OK" button. The other two options are to cancel or return the application to the recruiter.

17. Click the "Save" button, and then click the "Exit" button.

34.1.3 Processor Role

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Alternate Office Leads/Applicants**> to display the *Work Other's Leads/Applicants Screen*.

3. The Air Force Recruiting Service Officer Accession Processor Bucket being displayed allows the flight chief access to all applicants due at his/her level for a response. This screen must be kept open in order to view the data.

4. Without closing the *Work Other's Leads/Applicants Screen*, click <**Recruiting Processes**>.

5. Click <**Work Leads/Applicants Currently in the System>**.

6. Then click **<Select Leads/Applicants**>.

7. Click the "Due at My Level" radio button for a list of all applicants requiring action by the processor.

8. Highlight one of the applicants, and then click the "Record Actions" button to display the *Record Actions Screen*.

9. The actions taken against this applicant are shown in the order from the most recent (top) to the oldest (bottom) each having a time stamp. The QC check is optional by the processors.

10. To forward the application from the processor to the program manager, place the cursor in the Action field and click the "Add Row" button.

11. Highlight "Forwarded to Program Manager" and click the "OK" button.

12. Click the "Save" button, and then click the "Exit" button.

34.1.4 Program Manager

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Then click <**Work Alternate Office Leads/Applicants**> to navigate to the *Work Other's Leads/Applicants Screen*.

3. The AFRS OA Program Manager Bucket being displayed allows the program manager to access all applicants due at his/her level for a response. This screen must be kept open in order to view the data.

4. Without closing the *Work Other's Leads/Applicants Screen*, click <**Recruiting Processes**>.

5. Click <**Work Leads/Applicants Currently in the System>**.

6. Then click **<Select Leads/Applicants**>.

7. Click the “Due at My Level” radio button to display a list of all applicants requiring action by the program manager.

8. Click (highlight) one of the applicants, and then click the “Record Actions” button to navigate to the *Record Actions Screen*.

9. The actions taken against this applicant are shown in the order from the most recent (top) to the oldest (bottom) each having a time stamp. The QC check is optional by the processors.

10. To forward the application from the processor to the program manager, place the cursor in the Action field, click the “Add Row” button, and then click the LOV to make your selection.

11. Click (highlight) “Selected” and click the “OK” button.

12. Click the “Save” button.

13. The applicant is now board ready, and the application is automatically submitted to the recruiter’s bucket.

14. Place the cursor in the Action field and click the “Add Row” (green plus sign) button. Click the LOV to make your selection.

15. Click (highlight) “Original Application,” and then click the “OK” button to display the Remarks Editor box. Enter any pertinent information and click the “OK” button.

16. Click the “Save” button to return to Program Manager.

17. Place the cursor in the Action field and click the “Add Row” button. Click the LOV to make your selection; e.g., Declination or Original Application.

18. Click (highlight) “Original Application,” and then click the “OK” button. A pop-up window displays with two choices: Forwarded or Received.

19. Click (highlight) “Received,” and then click the “OK” button to display the Remarks Editor box. Enter any pertinent information and click the “OK” button.

20. Click the “Save” button

21. Place the cursor in the Action field and click the “Add Row” (green plus sign) button. Then select from the LOV (displays five choices).

22. Click (highlight) “Assignment,” and then click the “OK” button to display the Remarks Editor box. Enter any pertinent information, and then click the “OK” button.

23. Click the “Save” button.

24. Place the cursor in the Action field and click the “Add Row” (green plus sign) button. Then select from the LOV (displays five choices).

25. Click (highlight) “Commissioning,” and then click the “OK” button to display the Remarks Editor box. Enter any pertinent information, and then click the “OK” button.

26. Click the “Save” button. The application automatically is submitted to the recruiter.

NOTE: Continue with this process (Oath, Orders, Commissioned Officer Training, waivers) until your requirements are satisfied.

34.1.5 MEPS Processing

Purpose: Allows you to request processing actions (MEPS scheduling) e.g., physical, Air Force Officer Qualification Test (AFOQT).

Use the **Remarks Block** to tell the MEPS what you want and when you want it. MEPS will document the results of the physical in AFRISS in the MEPS Workflow.

After you have completed the PIR Workflow, you may request MEPS Processing for the applicant.

1. From the *AFRISS Main Menu*, click <**Work Leads/Applicants Currently in System**>.

2. Click <**Select Leads/Applicants**>.

3. Click the “PIR” radio button.

4. Highlight one of the applicants and click the “Record Actions” button.

5. Select the first available row by placing the cursor in the box to the left of the Type field.

6. You are prompted to click the LOV to select the Activity Type.

7. Select “MEPS Processing,” and click the “OK” button to populate the Name field with MEPS Processing.

8. Press the <**Tab**> key and “Request to be Scheduled” displays. Again, press the <**Tab**> key to call the Remarks Editor box.

9. Enter remarks to inform the Liaison Non-Commissioned Officer what the applicant needs to do while at MEPS (physical, Dep In, AFOQT).

10. Once you enter the remarks, click the “OK” button.

11. Click the “Save” button on the toolbar to commit the release the request to MEPS, and then click the “Exit” button to return to the previous screen.

12. Once MEPS schedules the applicant, the date of the physical may be reviewed in the *Record Actions Screen* (Due Above My Level).

13. The results of the applicant’s physical may be reviewed in the Applicant Data Report (after MEPS enters data in AFRISS).

14. If you choose to review MEPS Processing History, click <**Print**>and then click <**Applicant Reports**>. Check the “Application History (Chronology)” box and click the “Print” button.

34.1.6   Special Processing

Completing the waiver workflow at the recruiter level will be noted here for chain of command to approve/disapprove/response. Recruiters notify flight chiefs the waivers, eligibility determinations, and exceptions to policies are ready for review after the recruiter completes them and makes entries into the *Record Actions Screen*. It also notifies squadron operations credit checks are ready for review. When a recruiter initiates a credit check, it is sent up to OPS for processing. If the conclusion is unfavorable, OPS will request an FED from a recruiter through Record Actions. Enter all comments about the waiver in the **Remarks Block**--part of the electronic process. Print 1415 for waivers and have applicant and Recruiter Identification Code sign. Retain at Air Force Recruiting Office. Once the waiver process is complete, either disapprove or approve or request for more information.

NOTE: If you need to perform a credit check, navigate to the Credit Check Workflow and answer all questions.

1. After you run the Credit Check Workflow, “Special Processing Initiated” automatically displays on the *Record Actions Screen*.

2. Place your cursor in the **Initiated Block** and click the “Add Row” button.

3. Select “Forwarded to Squadron Operations” to forward the request for credit check processing. Otherwise, select “Cancel” and click the “Save” button.

4. OPS reviews the credit check and determines if an FED is required. “FED Required” automatically generates the FED in the Name field.

5. The recruiter must navigate to the FED Workflow (refer to next section) to process the FED. Upon completion click the "Save" button, and then click the "Exit" button to navigate to the *Select Leads/Applicants Screen*.

34.1.7 FED Record Actions

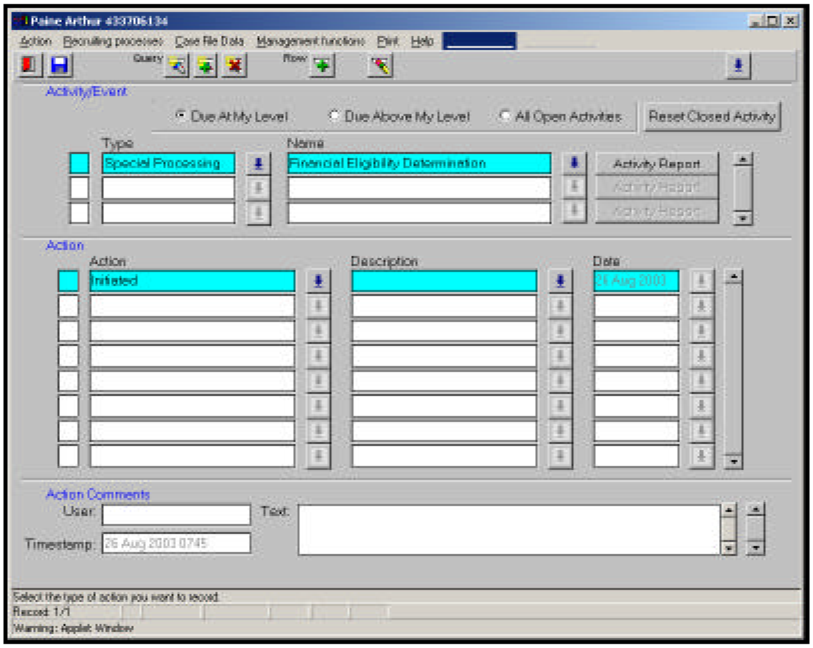


Figure 34-2, Record Actions (FED)

1. In the *Select Lead/Applicant Screen*, your choice should be automatically highlighted. If not, highlight the desired applicant and click the "Workflow" button.

2. Click the LOV to select the desired workflow.

3. Select Special: F.E.D. Workflow and complete all information.

4. Click the "Save" button and then click the "Exit" button to return to the *Select Lead/Applicant Screen*.

5. Click the "Record Actions" button.

6. Place the cursor in the **Initiated Block**, click the "Add Row" (green plus sign) button and forward it to the flight. It is then forwarded up to the appropriate approval level. The final disposition is routed back to you for acknowledgement. This closes out the activity and removes it from your planning guide.

34.1.8 Morals Waiver/Determination Workflow

NOTE: This interview contains three questions.

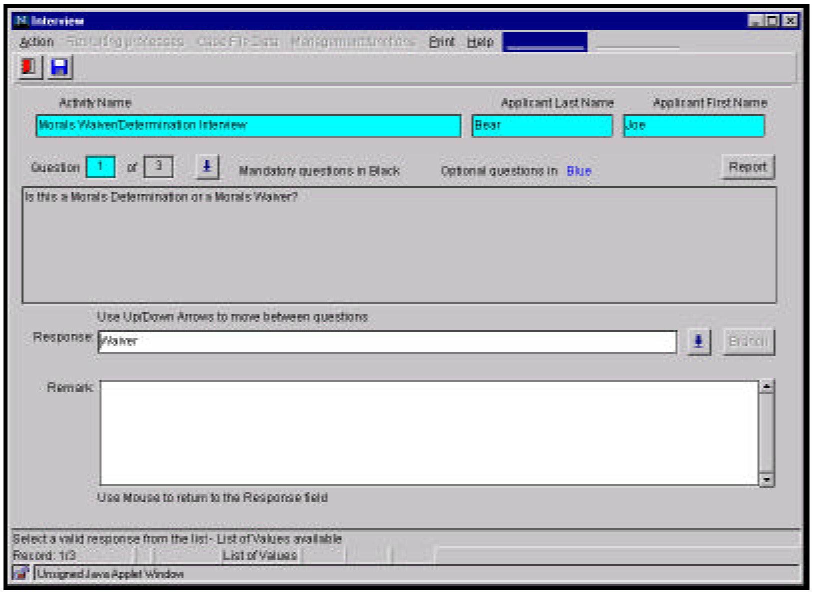


Figure 34-3, Morals Waivers/Determination Interview

1. From the *Select Lead/Applicant Screen*, highlight the desired applicant, and then click the “Workflow” button.

2. Click the LOV to select the desired workflow.

3. Select Special: Morals Waiver/Determination Workflow and complete all information.

4. Click the “Save” button and then click the “Exit” button to return to the *Select Lead/Applicant Screen*.

5. Click the “Record Actions” button.

6. Place the cursor in the **Initiated Block**, click the “Add Row” (green plus sign) button and forward it to the flight. It is then forwarded up to the appropriate approval level. The final disposition is routed back to you for acknowledgement. This closes out the activity and removes it from your planning guide.

34.1.9 Physical Measures

Purpose: Allows you to request results (use for physical pulls, not for scheduling).

After you complete the PIR Workflow, you can request the applicant's physical measures. The physical measure request is only used to request the LNCOs pull of applicant's MEPS processing results from the past or for another component.

1. From the *Record Actions Screen*, select the first available row by clicking your cursor in the box to the left of the <u>Type</u> field.

2. You are prompted to click the Activity Type from the LOV.

3. Click "Physical Measures," and then click the "OK" button. Choose the specific activity and click the "OK" button.

4. Click "Height/Weight" to get the applicant's MEPS height and weight results, or click "Physical" to pull the applicant's complete physical result. Click the "OK" button.

5. Press the <**Tab**> key to enter "Request Results" in the <u>Action</u> field. Then, press the <**Tab**> key to call the Remarks Editor box to enter applicable comments.

6. Enter the remarks to inform the LNCOs where the applicant took the physical, for which component the applicant took the physical, and the approximate date of the physical. Click the "OK" button.

7. Click the "Save" button on the toolbar to commit the release request to MEPS, and then click the "Exit" button to return to the previous screen.

34.1.10 Management Review

Purpose: Allows you to respond to a management review from the flight chief.

1. After reviewing an applicant's data, the flight chief may request information about the applicant using the Management Review.

2. You respond to the Management Review by navigating to the *Record Actions Screen* after choosing the "Due at my Level" radio button.

3. Review the flight chief's comments concerning the applicant. Place the cursor in the **Action Acknowledge Block**.

4. Click the "Add Row" button and if acknowledgement is required, enter comments in the Remarks Editor box.

5. Click the "Save" button. The flight chief will get the response by clicking the "Due at my Level" radio button.

6. Click the "Exit" button.

35.0 RECORD ACTIONS – SPECIAL PROCESSING

35.1 Reset/Reopen of closed special processing actions.

Purpose: Allows for a closed special processing action to be reopened or reset for further or continued processing by the recruiter.

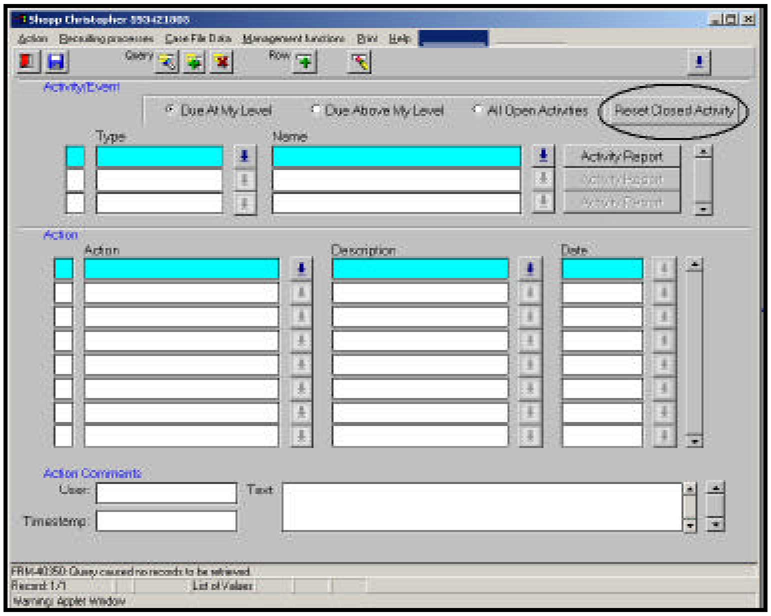


Figure 35-1, Record Actions Screen – Reset Closed Activity

1. Click on the Reset Closed Activity button. If there are any closed special processes for the applicant, the special processes selection window will display.

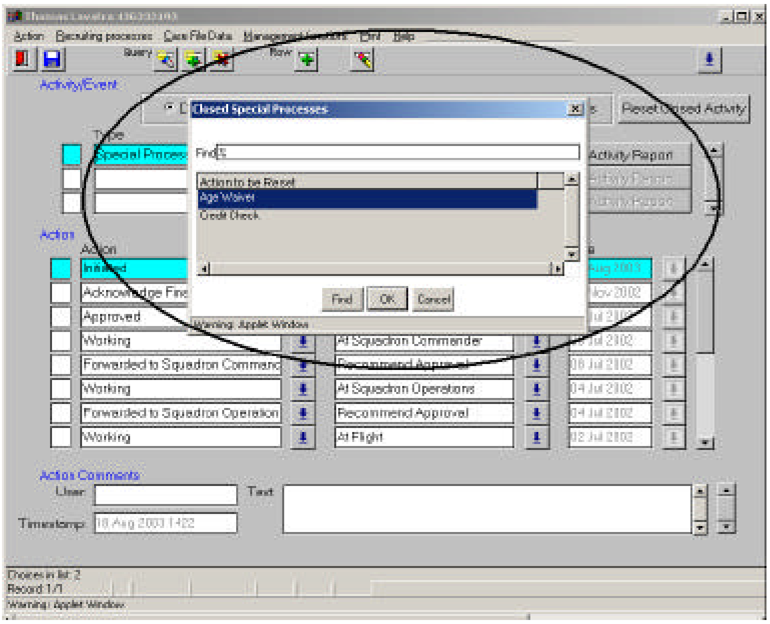


Figure 35-2, Closed Special Processing Selection Window

2. Select the Closed Special Processes to be reopened or reset and click OK. The “Reset Closed Activity” window displays, asking you to confirm (Yes) or cancel (No) the resetting action.

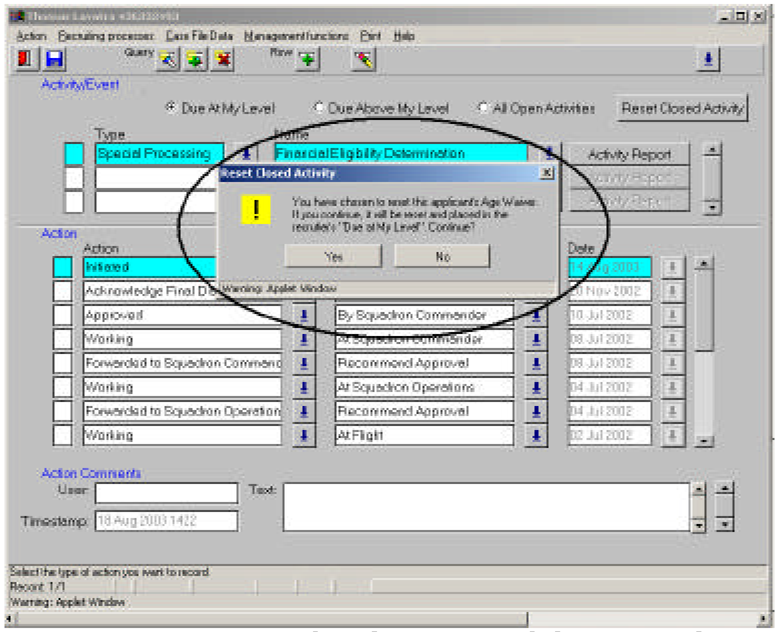


Figure 35-3, Reset Closed Activity Validation Window

3. Select <Yes>. This action resets the process to the originating Recruiter level to be reworked.

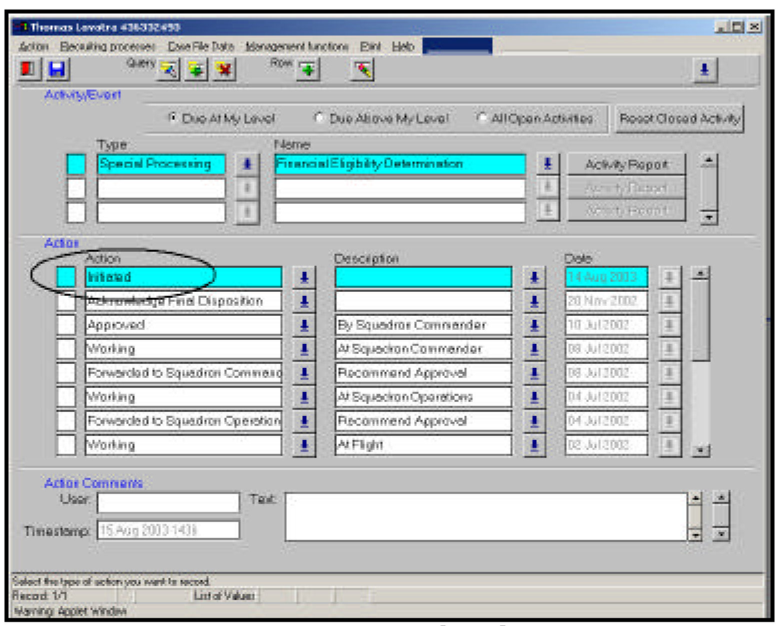


Figure 35-4, Reset Closed Activity

4. The Action field will indicate that the process has been “Initiated”. The Recruiter can access the process to rework in his/her “Due At My Level” Record Actions filter.

36.0 MANAGEMENT–SELECT APPLICANTS

Purpose: Allows you to review and document feedback for a recruiter's activities (e.g., leads processing, events planning, appointments and follow ups). A recruiter can review but only the flight chief can document.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Management-Select Applicants**> to display the *Management Review Screen*. **NOTE:** The actual recruiter's name appears at the top of the screen.

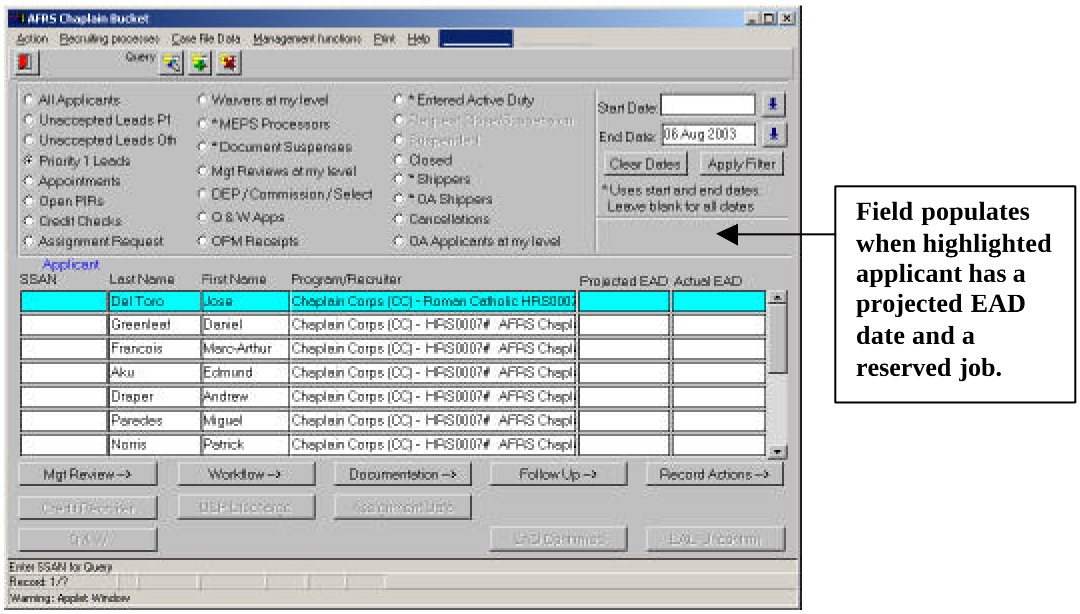


Figure 36-1, Management Review Screen

Parts of the Screen and Steps to Follow:

4. Click the desired radio button. The following choices are provided for your review:

- <u>All Applicants</u>: Filters all applicants. When selected, form will change to query mode to allow additional filtering (available for recruiter, flight secretary, flight chief, superintendent, commander, squadron OPS).

- <u>Waivers at my level</u>: Filters applicants with waivers pending at the user's level. Use Record Actions to take action on these requests. Names disappear after taking action (forwarding to next level or returning to last level) on the request (available for recruiter, flight chief, commander, sq/group/headquarters OPS).

- <u>Entered Active Duty</u>: Filters applicants who entered active duty.

- Unaccepted Leads: Filters unaccepted leads.

- MEPS Processors: Filters applicants with a pending approved (scheduled) processing date. Can be further restricted using the start and end dates. Name disappears after completing processing via Record Actions (available for recruiter, flight sec, flight chief, superintendent, commander, MEPS, squadron OPS).

- Request Close/Suspension: Filters applicants with a pending closure/suspension request. Use the *Follow-Up Screen* to act on these requests. Names disappear after the request has been acted on (available for recruiter and flight chief).

- Priority 1 Leads: Filters applicants with a lead source of Priority 1 who have not been requested/approved to be closed or suspended (available for recruiter, flight secretary, flight chief, superintendent, commander, squadron OPS).

- Document Suspenses: Filters applicants with a document suspense due or overdue. Names disappear when all due/overdue documents have been reviewed or cancelled. Can be further restricted using start and end dates (available for the recruiter, flight secretary, flight chief, superintendent, commander, MEPS, squadron OPS).

- Suspended: Flight chief or flight commander has approved suspension.

- Appointments: Filters applicants with a pending appointment and who have not been requested/approved to be closed or suspended (available for recruiter, flight secretary, flight chief, superintendent, commander, squadron OPS).

- Mgt Reviews at my level: Filters applicants with management reviews pending at user's level. Names disappear after the Management Review acknowledged on record actions (available for recruiter, flight chief, superintendent, OPS and MEPS).

- Closed: Filters applicants for whom the flight chief or flight commander has approved closure.

- Shippers: Filters applicants with an EAD date. Can be further restricted using the Start and End dates. Names disappear when applicant job is canceled or applicant ships/closes (available for recruiter, flight sec, flight chief, superintendent, commander, MEPS, squadron OPS).

- Open PIRs: Filters applicants with a PIR initiated, do not have an EAD date, and have not been requested/approved to be closed or suspended (available for recruiter, flight secretary, flight chief, superintendent, commander, squadron operations).

- DEP/Commission / Select: Filters applicants in a DEP, commissioned or selected status. OAT (Oath Out) and ALT (Alternate Select) status's are included in the Commissioned status.

- OA Shippers: Filters OA applicants with a projected EAD Date within the date window selected.

- Credit Checks: Filters applicants requiring credit checks (for OPS only).

- Q & W Apps: Not applicable.

- Cancellations: Filters applicants having a job cancelled. MEPS or OPS must update reason for cancellation.

- Assignment Request: Prior Service only.

- OPM Receipts: Displays applicant's having receipts ready for printing.

- OA Applicants at my Level: Displays applicants forwarded from recruiter up to the flight supervisor prior to being forwarded to processors. **NOTE:** If in the flight supervisor role, these applicants display in your bucket. If in the processor role, displays applications forwarded from flight supervisor to you.

- Start Date: Date for the starting range of records to be queried. Uses the DD MMM YYYY format. If left blank all dates are assumed.

  --When used with processors, only lists processors having a processing date scheduled on or after the entered date.

  --When used with shippers, only lists applicants shipping on or after the entered date.

  --When used with document suspenses, only lists applicants who have a suspense due on or after the entered date.

- End Date: Date for the ending range of records to be queried. Uses the DD MMM YYYY format. If left blank all dates are assumed.

  --When used with processors, only lists processors having a processing date scheduled on or before the entered date.

  --When used with shippers, only lists applicants shipping on or before the entered date.

  --When used with document suspenses, only lists applicants who have a suspense due on or before the entered date. **NOTE:** The start and end dates work together to provide a range. If both are left blank all dates are assumed.

- Clear Dates: Clears data from the Start and End Date fields.

- Apply Filter: Re-queries the database for the selected radio button.

5. Highlight the desired applicant.

6. After an applicant is selected, click one of the nine navigation buttons (see bottom of the screen):

- "Mgt Review" button: From the *Management Review Screen*, click the "Mgt Review" button. The top block allows a review of dates of several processes having occurred concerning the applicant. If any dates are in red, this indicates the follow-up date was not accomplished as planned, and weight or law violations are excessive. The bottom block allows a review of all remarks entered into the application by date.

  --Comments field: Comments may be inserted into the management review (up to 2000 characters), and more characters may be entered than can be displayed.

  --No Further Action Required: Inserts a management review in the application with no further action required. If the Comments field is not blank, the comment is also inserted.

  --Acknowledgement Required: Suspenses the recruiter for requested information entered in the **Comments Block**. The recruiter will be notified of the suspense by clicking his/her "Due at My Level" radio button.

  --Reassign: Reassign applicants to another recruiter.

  --Next Applicant: Displays the information for the next applicant in the query. It will display a message if the last applicant was previously selected.

--Return: Return to the **Applicant Block**.

- "Workflow" button: A shortcut to the highlighted applicant's workflows.

- "Documentation" button: A shortcut to the selected applicant's document information (e.g., SSN card, drivers license, diploma) the recruiter has reviewed.

- "Follow Up" button: A shortcut to allow the flight chief to close the lead. This is different from the management review remarks just covered. The flight chief only makes his comments on the Management Review unless it is a closure.

- "Record Actions" button: Used to review information about the previously selected applicant and is used up and down the chain of command. Most of the information transfer requires a request from one level to another. When the request is received at one level, a response is required. **NOTE:** The flight chief may view AFRISS information using different roles either as the flight chief or as the recruiter. When in the flight chief role, he/she cannot request actions only review them from this button.

7. Click the "X" in the right corner of Adobe Acrobat to return to the *Management Review Screen*.

8. Click the "Save" button, and then click the "Exit" button to return to the *AFRISS Main Menu*.

37.0 PRINTING FORMS

Purpose: Allows you to select and print forms used in the applications.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Select Leads/Applicants**>.

4. Highlight the desired applicant.

5. Click the <**Print**> menu item, and then click <**Forms**> to display the *Forms Screen*.

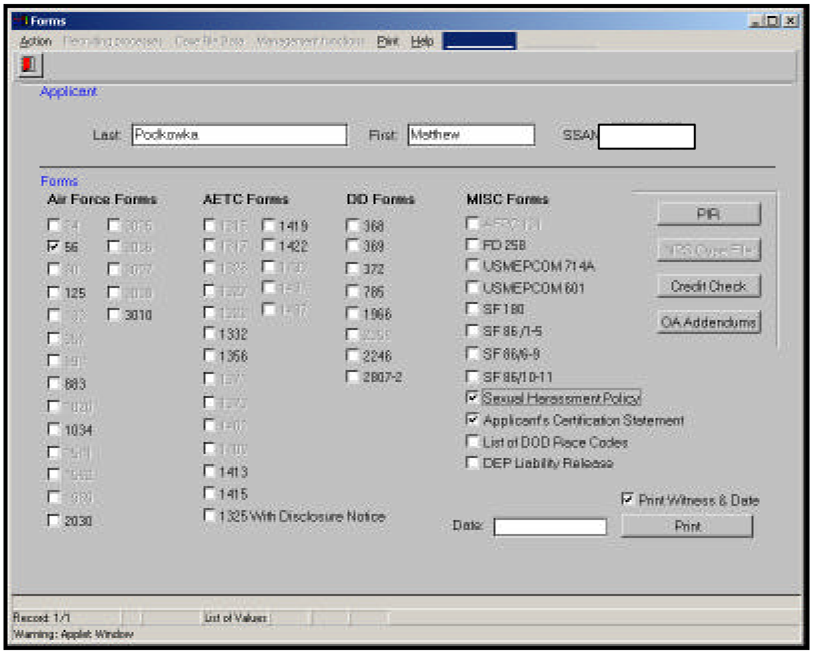


Figure 37-1, Forms Screen

NOTE: Only the forms pertinent to program are in boldface.

6. Check the desired box and click the "Print" button.

7. Once you select the form(s), Adobe Acrobat displays the form on the screen. To print the actual form, click the "Print" button in Adobe Acrobat once the form is displayed.

8. "<u>PIR" button</u>: Selects only the forms necessary for a PIR.

9. "<u>Credit Check" button</u>: Selects the forms to be used in a credit check.

10. "<u>OA Addendums" button</u>: Selects shortcut to *OA Addendum Screen*, which enables selection of any addendums.

11. <u>Checking the "Print Witness & Date" block</u>: Puts the recruiter's name and current date on the forms.

12. Once you have printed the desired forms, click the "X" in the right corner of Adobe Acrobat to return to the *Forms Screen*.

13. Click the "Exit" button to return to the *AFRISS Main Menu*.

38.0 APPLICANT REPORTS

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Select Leads/Applicants**>.

4. Highlight the desired applicant.

5. Click the <**Print**> menu item, and then click <**Applicant Reports**> to display the *Applicant Reports Screen*.

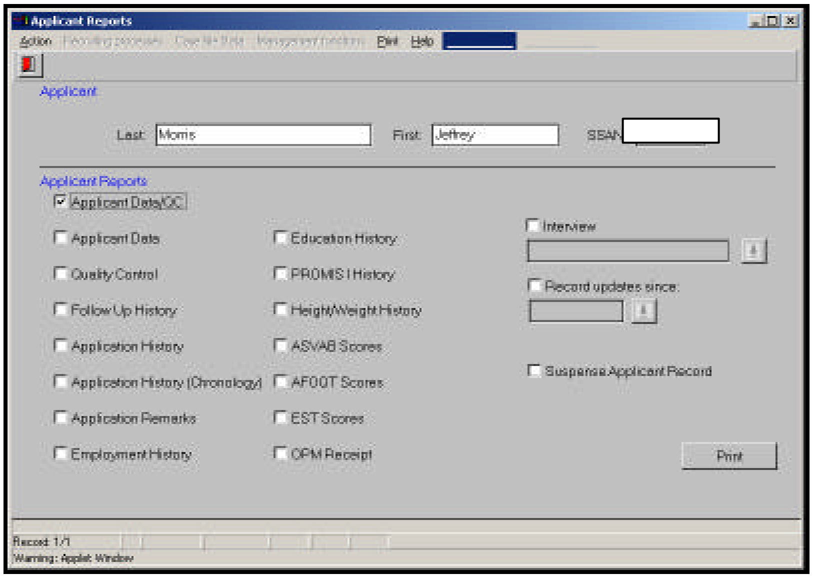


Figure 38-1, Applicant Reports Screen

6. Click the appropriate checkbox for the following reports(s):

- <u>Applicant Data/QC</u>: Print a report detailing any uncompleted items in order to pass the processing step.

- <u>Applicant Data</u>: Print a basic report of data gathered about the selected applicant to include the MEPS physical results.

- <u>Quality Control</u>: Print a QC check of the selected person's application. This check will validate all required data has been gathered for the security interview export and all required case file questions have been answered.

- <u>Follow Up History</u>: Print the history of every action taken on the selected applicant.

- Application History (Chronology): Does the same thing as the report above except it lists all actions chronologically.

- Application Remarks: Shows all actions taken on the selected applicant where comments have been entered (e.g., follow up, waiver processing, MEPS processing)

- Employment History: Shows a chronological listing of all employment records entered on the selected applicant.

- Education History: Shows a chronological listing of all employment records entered on the selected applicant.

- PROMIS I History: Pulls report of all information in Procurement Management Information System (PROMIS) I. PROMIS I is Air Force Personnel Center's personnel records.

- Height & Weight History: Shows a chronological listing of all height and weight records entered on the selected applicant.

- ASVAB Scores: Not applicable (NPS only).

- AFOQT Scores: Displays the applicant's AFOQT scores.

- Enlistment Screening Test Scores: Not applicable (NPS only.).

- OPM Receipt: Validation the OPM has received the security clearance data.

- Interview: Click the checkbox, and then click the LOV to select the type of interview to print; e.g., CCMAPPEDDS.

- Record Updates Since: Enter the date since the last update in the DD MMM YYYY format; otherwise, click the LOV to select the date (AFRISS calendar).

- Suspense Applicant Record: Click the checkbox to see all suspenses against and applicant.

7. Click the "Print" button.

8. Click the "X" in the right corner of Adobe Acrobat to return to the *Applicant Reports Screen*.

9. Click the "Exit" button to return to the *Select Lead/Applicant Screen*.

10. Click the "Save" button, and then click the "Exit" button to return to the *AFRISS Main Menu*.

39.0 OA REPORTS

Purpose: Allows you to review and print any OA report.

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.

2. Click <**Work Leads/Applicants Currently in System**>.

3. Then click <**Select Leads/Applicants**>.

4. Click (highlight) the desired applicant.

5. Click the <**Print**> menu item, and then click <**OA Reports**> to display the *Management Reports Screen.*

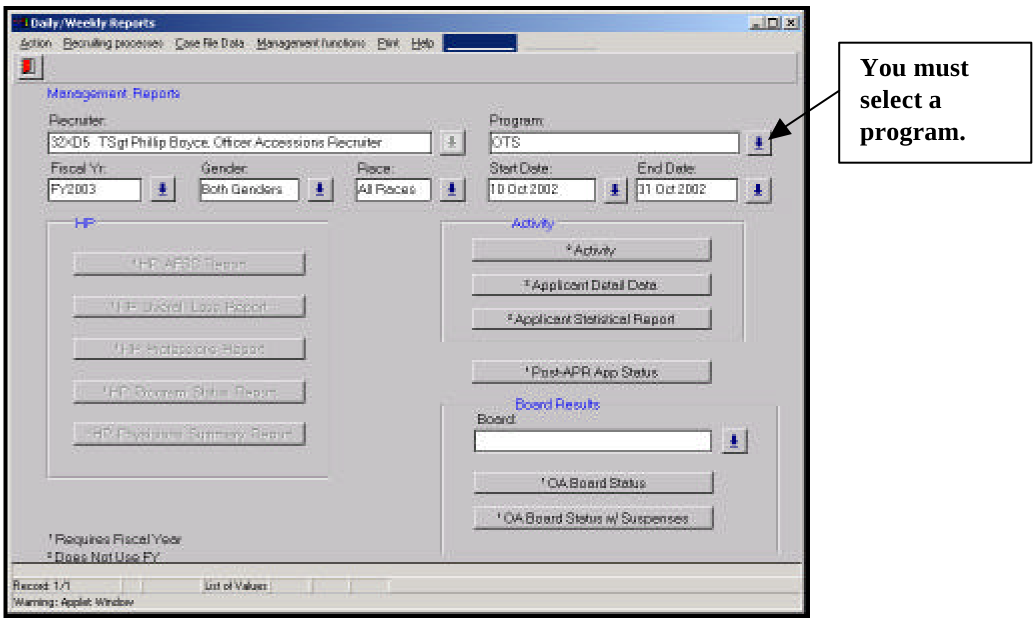


Figure 39-1, Management Reports Screen

Parts of the Screen and Steps to Follow:

Management Reports Block

6. <u>Recruiter</u>: Displays the recruiter's billet.

7. <u>Program</u>: *(Mandatory)* Click the LOV to select the program; e.g., OTS.

8. <u>Fiscal Yr</u>.: Click the LOV to select the fiscal year; e.g., FY2003.

9. <u>Gender</u>: Click the LOV to select the gender; e.g., Both Genders.

10. Race: Click the LOV to select the race; e.g., All Races.

11. Start Date: Enter the start date in the DD MMM YYYY format; e.g., 10 Oct 2002. Otherwise, click the LOV to select the date (AFRISS calendar).

12. End Date: Enter the date in the DD MMM YYYY format; e.g., 31 Oct 2002. Otherwise, click the LOV to select the ending date.

HP Block

These reports are not applicable to Chaplain or OTS.

Activity Block

13. "Activity" button: Click this button to run the Activity Report. Once you click this button, the following form displays.

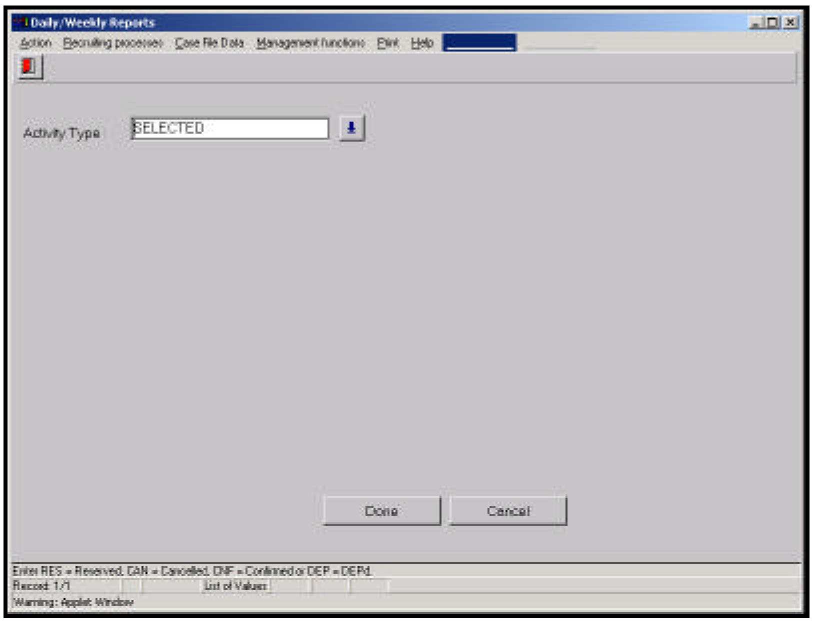


Figure 39-2, Select Activity Type

14. Activity Type: Click the LOV to select the activity type; e.g., Commission, Declines, OTS DEP, Selected or Confirmed, and then click the "OK" button.

15. Click the "Done" button to display the desired Activity Report.

16. Once you review the report, click the "X" button at the top right corner of the report to return to the *Management Reports Screen*.

17. "Applicant Detailed Data" button: Click this button to display the *Report Parameters Screen*. This screen must be accomplished to run the Applicant Detailed Data Report.

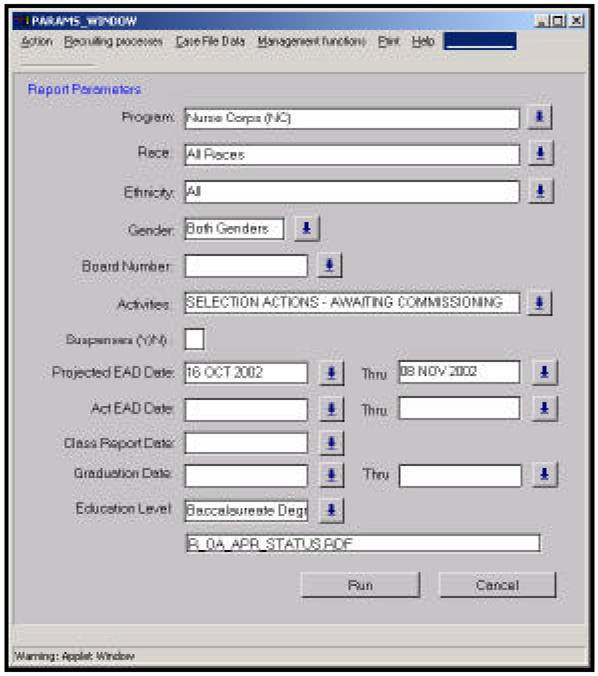


Figure 39-3, Report Parameters Screen

NOTE: Program is the only mandatory field. You may choose which field selection applies to the data you require.

18. Program: Click the LOV to select the program; e.g., OTS.

19. Race: Click the LOV to select the race; e.g., All Races.

20. Ethnicity: Click the LOV to select the ethnic group; e.g., All.

21. Gender: Click the LOV to select the gender; e.g., Both Genders.

22. Board Number: Click the LOV to select the board number; e.g., 0222.

23. Activities: Click the LOV to select the type of activity; e.g., Selection Actions—Awaiting Commissioning.

24. Suspenses: Enter <**Y**> (Yes) or <**N**> (No). If you leave this field blank, a Y or N will display in the Suspense column of the report. If you choose "Y," only those applicants with a suspense will be shown.

25. Projected EAD Date: Enter the projected EAD Date range in the DD MMM YYYY format; e.g., 16 Oct 2002 thru 08 Nov 2002. Otherwise, click the LOV to select the date (AFRISS calendar).

26. Act EAD Date: Enter the actual EAD Date range in the DD MMM YYYY format; e.g., 07 Oct 2002 thru 08 Oct 2002. Otherwise, click the LOV to select the date (AFRISS calendar).

27. Class Report Date: Enter the date the applicant is to report for class in the DD MMM YYYY format; e.g., 20 Nov 2002. Otherwise, click the LOV to select the date (AFRISS calendar).

28. Graduation Date: Enter the desired graduation date range for the applicants being processed in the DD MMM YYYY format; e.g., 20 Nov 2002 thru 31 Dec 2002.

29. Education Level: Click the LOV to select the education level for which you want to run the report.

30. Click the "Run" button to display the Applicant Detailed Data Report.

31. After you review the report, click the "X" at the top right corner of the report to return to the *Management Reports Screen*.

32. Applicant Statistical button: Click this button to display the *Report Parameters Screen* (see steps 18 thru 29).

33. Click the "Run" button to display the Applicant Statistical Report.

34. After you review the report, click the "X" at the top right corner of the report to return to the *Management Reports Screen*.

35. Post-APR App Stat button: Click this button to display all applicants based upon program and fiscal year at APR or higher (received by processor or above). **NOTE:** You need to have an FY to run this report.

Board Results Block

36. Board: Click the LOV to select the desired board; e.g., 0208.

37. "OA Board Status" button: Click this button to display the status by board selection. **NOTE:** You need to have a FY to run this report.

38. "OA Board Status w/Suspenses" button: Click this button to display status with suspenses. On the report, if a "Y" is noted in the Susp? Column, there will be a short explanation. **NOTE:** You need to have a FY to run this report.

39. Once you have run and reviewed all desired reports, click the "Exit" button to return to the *Select Leads/Applicants Screen*.

40.0 MANAGEMENT REPORTS

Purpose: Allows you to print each of the listed reports used in daily recruiting activities.

1. From any screen, click <**Print**>.

2. Then click <**Management Reports**> to display the *Management Reports Screen*.

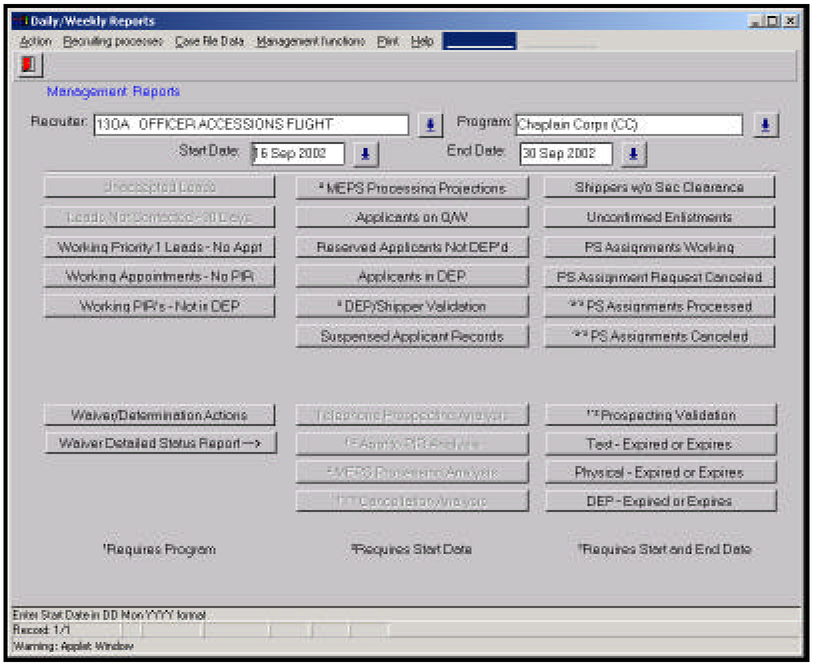


Figure 40-1, Management Reports Screen

Parts of the Screen and Steps to Follow:

These reports are accessible by the recruiter and the flight supervisor. The recruiter can view them to see what the flight supervisor is able to view. It allows them to plan a course of action to improve their processes.

Management Reports Block

- <u>Unaccepted Leads</u>: Displays leads not duplicate checked.

- <u>Leads not Contacted-30 days</u>: Displays active leads with no contact within 30 days.

- <u>Working Priority 1 Leads No Appt</u>: Displays working Priority 1 leads with no set appt.

- <u>Working Appointments-No PIR</u>: Displays working Priority 1 leads with no PIR or workflow started.

- Working PIRs--Not in DEP: Self-Explanatory.

- Waiver/Determination Actions: Displays all waiver determination actions (by recruiter) pending or completed.

- Waiver Detailed Status Report: Displays list of waivers (max-30-day window) by name.

- MEPS Processing Projection: Shows a listing of all the MEPS processing projections by recruiter.

- Applicants on Q/W: Displays applicants without a reservation.

- Reserved Applicants not Dep'd: Displays list of applicants who received job reservation, but never went into DEP.

- Applicants in DEP: Displays applicants in DEP with a reservation, in DEP without a reservation, and in DEP and the DEP date will expire within 30 days.

- DEP/Shipper Validation: Displays list of applicants shipping to Basic Officer Training or Commission Officer Training within 30 days.

- Suspensed Applicant Records: Displays applicants with suspended documents.

- Telephone Prospecting Analysis: Shows the number of telephone calls attempted, number of contacts and number of appointments scheduled.

- Appt to PIR Analysis: Shows the number of appointments turned in to PIR status.

- MEPS Processing Analysis: Shows the number of applicants requested scheduled to MEPS, scheduled number qualified, number temporarily disqualified and number permanently disqualified.

- Cancellation Analysis: Allows viewing of reasons applicants were cancelled (by recruiter and time period).

- Shippers w/o Security Clearance: Displays list of applicants with EAD Date with no security clearance returned.

- Unconfirmed Enlistments: Displays applicants with EAD dates later than the current date not confirmed as "EAD."

- PS Assignments Working: Displays applicants waiting for assignments.

- PS Assignment Request Canceled: Displays applicants with canceled assignments.

- Prospecting Validation: Shows telephone-prospecting activity during a specific period. It may be used to validate prospecting efforts.

- Test–Expired or Expires: Not applicable.

- Physical–Expired or Expires: Displays applicants with a physical expiring within 30 days.

- DEP–Expired or Expires: Displays applicants with a DEP date expiring within 30 days.

3. Click the "X" in the right corner of Adobe Acrobat to return to the *Management Reports Screen*.

4. Click the "Exit" button to return to the *Select Lead/Applicant Screen*.

5. Click the "Save" button, and then click the "Exit" button to return to the *AFRISS Main Menu*.

41.0 POST SELECTION: SECURITY CLEARANCE REQUEST

Purpose: Allows you to request a security clearance be initiated on an applicant.

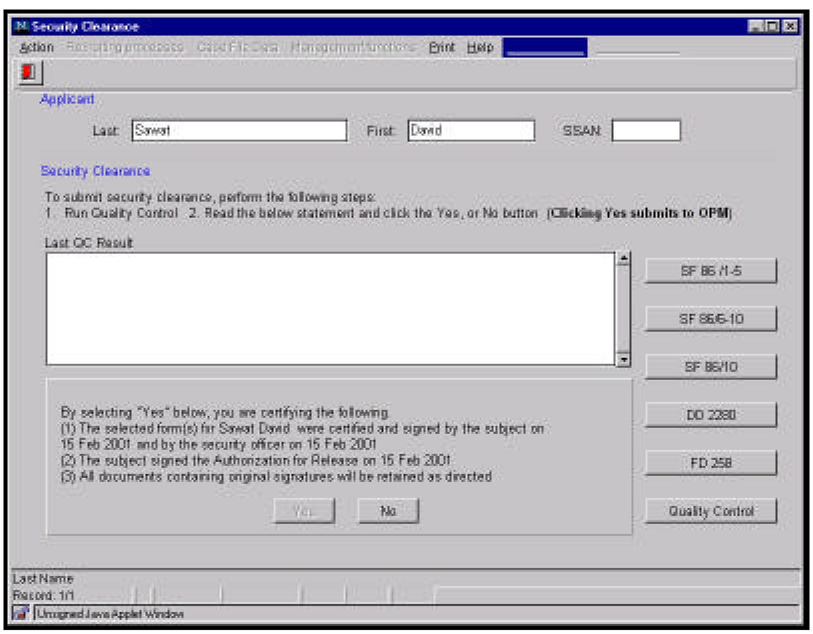


Figure 41-1, Security Clearance Request Screen

Steps to Follow:

1. Last: Automatically generates.

2. First: Automatically generates.

3. SSAN: Automatically generates.

4. Click the "Quality Control" button.

5. Read the statement and click the "Yes" or "No" button. If the "Yes" button is clicked, it submits to the OPM.

6. Click the button on the right to print the SF 86.

7. Click the "Exit" button.

42.0 RECRUITER GOALING

Purpose: Allows each level in the recruiting hierarchy distribute goals to the appropriate level below the distributing level; e.g., HQ AFRS to Group, Group to Squadron, Squadron to Flight, Flight to Recruiter.

42.1 Distribute Goals

1. Log in your user role.

2. From the *AFRISS Main Menu*, click <**Management Functions**>.

3. Then click <**Distribute Goals**> to display the *Goal Distribution Screen*.

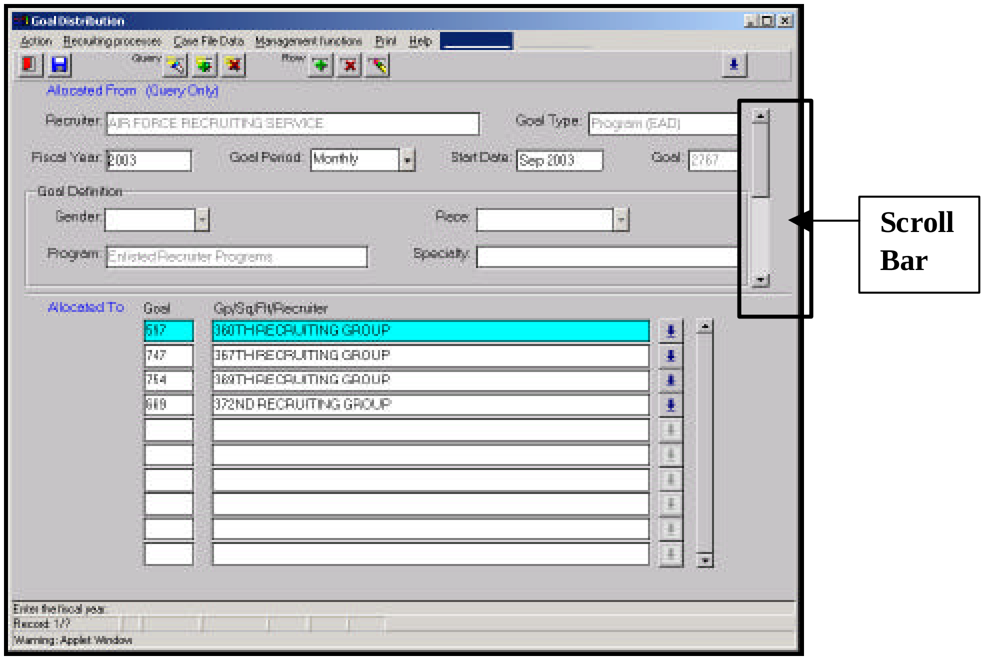


Figure 42-1, Goal Distribution Screen

Allocated From Block

4. Click the right scroll bar (see figure 42-1) and go to the specific goal distributed to you by the Squadron you wish to distribute to your recruiters.

Allocated To Block

5. Open the drop down to see your recruiters.

6. Click (highlight) one, and after it fills in the Gp/Sq/Flt/Recruiter field, type in their goal. **NOTE:** HQS/Group/Squadron allocates all programs.

7. Return to the **Allocated To Block** and open the next drop down to see the remaining recruiters.

8. Select the next Gp/Sq/Flt/Recruiter, and after it populates the Gp/Sq/Flt/Recruiter field, type in the goal for the selected goal type and program.

9. Repeat Steps 7 and 8 to complete the remaining recruiters. Click the “Save” button to commit the record.

NOTE: Goal Quantities can be adjusted and resaved at any time. After you have input the goal quantities and saved, you must re-query to make changes.

ABBREVIATIONS AND ACRONYMS

AETC: Air Education and Training Command
AF: Air Force
AFOQT: Air Force Officer Qualification Test
AFRISS: Air Force Recruiting Information Support System
AFRS: Air Force Recruiting Service
AFSC: Air Force Specialty Code
ASVAB: Air Force Vocational Aptitude Battery
BFM: Body Fat Measurement
COI: Center of Influence
DEP: Delayed Enlistment Program
DOB: Date of Birth
DOR: Date of Rank
DSN: Defense Switched Network
E-Mail: Electronic Mail
EAD: Enter Active Duty
FED: Financial Eligibility Determination
GPA: Grade Point Average
HQ: Headquarters
Id: Identification
IRE: Interservice Reenlistment Eligibility
ISC: Interservice Separation Code
LIT: Literature
LOV: List of Values
MAJCOM: Major Command
MEPS: Military Entrance Processing Station
MPF: Military Personnel Flight
NMN: No Middle Name
NPS: Non-Prior Service
OA: Officer Accessions
OPM: Office of Personnel Management
OPS: Operations
OTS: Officer Training School
PAS: Personnel Accounting System
PIR: Personal Information Record
QC: Quality Control
RE: Reenlistment Eligibility
RGM: Recruiter Generated Mail
SF: Standard Form
SPD: Separation Program Designator
SSAN: Social Security Account Number
SSN: Selective Service Number
UNK: Unknown
US: United States